



Cincinnati Police Department STAFF NOTES

January 29, 2015

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Planning Unit

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1. **REVISION TO [PROCEDURE 12.400](#), INCIDENT AND MISCELLANEOUS REPORTING, AND [PROCEDURE 12.715](#), PROPERTY AND EVIDENCE: CONFISCATION, ACCOUNTABILITY, PROCESSING, STORAGE, AND RELEASE**

Procedure 12.400, Incident and Miscellaneous Reporting has been revised:

- Lost firearms are no longer reported on a Form 301, Incident Report. Lost and/or found firearms are now reported on the **Form 317** in the General Conditions/Aided module in the Records Management System (RMS)
- If a complainant reports a Domestic Violence offense that occurred in another district, an officer from the district of occurrence will respond to complete the investigation and report
- The Form 311VS, Victim's Statement, has been added to Confidential Investigative Notes
- The "Information" section has been expanded to include RMS instructions on entering information into the Case Files Module

Procedure 12.715, Property and Evidence: Confiscation, Accountability, Processing, Storage, and Release, has been revised to include the reporting of lost and found firearms on the Form 317.

Personnel are reminded: **All lost and found property** is to be reported on a Form 317, including; lost, stolen and damaged police ID cards, lost uniform parts and equipment, lost license plates, and recovered out-of-town license plates. In addition, reports of misplaced vehicles, non-auto accident damage to vehicles, damage from the use of police vehicle push bumpers, forced entry, PFOs, non-criminal property damage, and damage caused by police action are also reported on a Form 317.

These revisions are effective immediately. Personnel should review the revised procedures in their entirety. The revised procedures are available on the Department intranet and web page.

2. **LEADS ONLINE CLARIFICATION**

It has been brought to Planning Unit's attention that clarification may be needed about the "Leads Online" / RMS information provided in the January 22, 2015, edition of the Staff Notes.

[Leads Online](#) is an investigative tool used by law enforcement to recover stolen property, reduce metal theft, and solve crimes. It is primarily used by officers in investigative assignments, but is available to any sworn CPD officer who completes the required registration process. Leads Online is **NOT** related to or the same as LEADS (Law Enforcement Automated Data System), the statewide computerized network which provides computerized data and communications for criminal justice agencies within the state of Ohio.

Reminder: When completing Closure reports in RMS, the answer to “Leads Online search performed?” is “Yes” only if the investigating officer utilized the Leads Online **website**. Running a query in LEADS does not qualify, and the answer to this question should be “No”.

Approximately 150 investigative officers have been trained in the use of the Leads Online website; however, formal training is not required. Questions about Leads Online may be directed to these officers.

3. COURT HOLIDAY – PRESIDENTS’ DAY

The Hamilton County Municipal Court and the Hamilton County Juvenile Court will be closed to observe the Presidents’ Day holiday on **Monday, February 16, 2015**.

Police Officers are reminded not to issue any citations requiring a court appearance on this date.

4. DEPARTMENT HEALTH AND FITNESS PROGRAM

In 2014, the Department continued the voluntary health and fitness program. A total of 45 officers participated in the fitness test, but only 4 participants completed the Healthy Lifestyles requirements to earn a fitness ribbon.

Breakdown of ribbons earned:

- 4 Gold Stars – 2 officers
- 3 Gold Stars – 2 officers
- 2 Gold Stars – 0 officers
- 1 Gold Star – 0 officers
- 1 Silver Star – 0 officers

Training Unit has established the following dates to administer fitness testing. A variety of dates were chosen to give participants ample opportunity to prepare and attend.

Testing will be held on the following dates and times:

- Friday, March 20, 2015, 0900 and 1200 hours
- Friday, April 17, 2015, 0900 and 1200 hours
- Friday, May 15, 2015, 0900 and 1200 hours
- Friday, June 19, 2015, 0900 and 1200 hours
- Friday, September 18, 2015, 0900 and 1200 hours
- Friday, October 16, 2015, 0900 and 1200 hours

An approved copy of the updated health and fitness standards is [attached](#) to these Staff Notes. **Officers can attend on duty with prior approval from their Unit Commander.** Officers who voluntarily attend while off duty will be compensated with overtime. Interested officers should submit a Form 17 through the chain of command requesting to attend, listing their date and time preference. All forms should be routed to Training Unit. Questions should be directed to Sergeant Dwayne Wilson, Training Unit, at 564-1061.

5. S.T.A.R.S. DATA

[Attached](#) to these Staff Notes is the most current Strategic and Tactical Analytic Review for Solutions (STARS) Data. Department personnel are directed to review this information to ensure they remain familiar with crime patterns and trends occurring within the City and their areas of responsibility.

6. PROMOTIONAL EXAM ASSESSORS FOR OUTSIDE AGENCIES

The Police Department occasionally receives requests from other police agencies for assessors for promotional examinations. The turnaround time on these requests is usually very short; therefore, a pool of assessors has been established.

Any lieutenant or above who wishes to be placed on the assessor pool list, or who wishes to remain on the current list, must submit a Form 17 to the Police Chief no later than Friday, February 20, 2015. Personnel Section will coordinate the assessor pool.

Questions regarding this process should be directed to Ms. Sabrina Burton-Simonson, Police Chief's Office, at 352-3538.

12.400 INCIDENT AND MISCELLANEOUS REPORTING

References:

Procedure 12.115, Handling Wild/Exotic Animals, Dangerous/Vicious Dogs, and Animal Reports
 Procedure 12.135, Responding To Alarms and Reporting False Alarms
 Procedure 12.230, Fatal or Potentially Fatal Crash Investigation and Placement of Related Charges
 Procedure 12.315, Investigation of Rape and Other Sexual Assault Offenses
 Procedure 12.403, Crime Victim/Witness Notification and Assistance
 Procedure 12.405, Closure of Offense Reports
 Procedure 12.412, Domestic Violence
 Procedure 12.415, Reporting and Classifying Assault Offenses
 Procedure 12.420, Reporting Vehicle Thefts and Related Offenses
 Procedure 12.425, Reporting and Classifying Breaking and Entering Offenses
 Procedure 12.430, Endangering Children Offenses
 Procedure 12.615, Deceased Persons/Prisoners and Death Notifications
 Procedure 12.715, Property and Evidence: Confiscation, Accountability, Processing, Storage, and Release
 Procedure 12.910, Missing Persons
 Ohio Revised Code – 2901.01 Definitions
 Ohio Revised Code – 5122.01 Hospitalization of Mentally Ill Definitions
 Ohio Revised Code – 5126.058 Memorandum of Understanding
 Ohio Incident Based Reporting Manual
 State Ex Rel Beacon Journal Publishing Company v. Maurer, Sheriff, 91 OHIO ST. 3rd 54 (2001 Ohio)
 CPD Strategic & Tactical Analytic Review for Solutions Secondary Report
 CPD Strategic & Tactical Analytic Review for Solutions Audit Calendar
 CPD Strategic & Tactical Analytic Review for Solutions Definitions
 CPD Crime Analyst Data Audit (Form CADA)

Definitions:

High Profile Criminal Investigations:

- Critical firearm discharges by police officer(s).
- A police officer uses force against a person who is admitted to a hospital.
- A person fires a shot at a police officer.
- A police officer is killed or seriously injured.
- Any other investigation as identified by the Police Chief.

Incident Reports – Form 301, Incident Report; Form 301VVS, Victim/Vehicle Supplement; Form 301PS, Property Supplement; Form 301AS, Arrest Supplement; Form 303, Motor Vehicle Incident Report; and Form 304, Missing Report.

Confidential Investigative Notes – Form 311G, Confidential Investigative Notes – General; Form 311S, Confidential Investigative Notes – Suspects; Form 311N, Confidential Investigative Notes – Narrative; Form 311VS, Victim’s Statement; Form 311DV, Confidential Investigative Notes – Domestic Violence; and Form 311MO, Confidential Investigative Notes – Method of Operation Report.

Records Management System (RMS) – An integrated and comprehensive computerized database; consisting of criminal, traffic, and administrative recordkeeping modules. RMS allows access to numerous statistical reports; tracks entered information about people, locations, and property; and automatically assigns case report numbers. RMS sections are equivalent to Department forms and supplement reports.

Mentally Handicapped Person – A person having significantly subaverage general intellectual function; existing concurrently with deficiencies in adaptive behavior, manifested during the developmental period.

Developmental Disability – A severe and chronic disability characterized by all of the following:

1. It is attributable to a mental or physical impairment or a combination of mental and physical impairments, other than a mental or physical impairment solely caused by mental illness as defined in division (A) of Ohio Revised Code (ORC) 5122.01.
2. It is manifested before age twenty-two.
3. It is likely to continue indefinitely.
4. It results in one of the following:
 - a. In the case of a person under three years of age, at least one developmental delay or established risk;
 - b. In the case of a person at least three years of age but under six years of age, at least two developmental delays or an established risk;
 - c. In the case of a person six years of age or older, a substantial functional limitation in at least three of the following areas of major life activity, as appropriate for the person’s age: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and, if the person is at least sixteen years of age, capacity for economic self-sufficiency.
5. It causes the person to need a combination and sequence of special, interdisciplinary, or other type of care, treatment, or provision of services for an extended period of time that is individually planned and coordinated for the person.

Purpose:

Establish Department guidelines governing the collection and preservation of facts and actions taken in the investigation of crimes and incidents.

Promote uniformity, standardization, and the highest level of accuracy in reporting.

Policy:

Officers will conduct a preliminary investigation when called to the scene of an offense. They will fairly and impartially record all facts and actions. They will provide the required police service and complete an accurate and thorough report, submitting reports for serious offenses immediately. All other offense reports will be submitted before the completion of the reporting officer's shift.

If the investigation reveals probable cause for successful prosecution, the officer will file all appropriate criminal charges and prepare the case for presentation through the court system. If the reporting officer determines there is no evidence or witnesses, and no viable crime scene to assist investigators in identifying the individual(s) responsible for the offense, the case may be subject to immediate Early Closure by providing the complainant with a Form 311CL, Closure Letter, as indicated in Procedure 12.405, Closure of Offense Reports. Indicate in the "Narrative" Section of the Form 301, Incident Report, if a 311CL was given to the complainant. The investigative supervisor will make the final decision about the case closure. If necessary, the investigative supervisor may reassign an investigator in an attempt to gather probable cause to make an arrest. Officers may also request an investigator respond to the scene to assist with an investigation. An officer who believes a criminal case would be enhanced by the complainant signing/filing an affidavit may request the complainant to do so. However, the officer must also sign/file an affidavit.

Supervisors will respond on felony offenses of violence, as defined in ORC 2901.01, and all sexual assault offenses to ensure a proper preliminary investigation is conducted.

Criminal Investigation Section (CIS) will respond and maintain authority over all High Profile Criminal Investigations and any other investigation as directed by the Police Chief. Upon identification of a High Profile Criminal Investigation, a supervisor will contact the CIS desk to initiate their High Profile Criminal Investigation Standard Operating Procedure (SOP). This policy does not preclude the use of other investigative unit personnel.

The Police Department and Hamilton County Board of Developmental Disabilities Services (DDS) Investigations Unit are required to conduct joint and cooperative investigations by sharing and disclosing information when the victim of a crime is mentally handicapped or developmentally disabled (MHDD). The Police Department will assume the lead investigative responsibilities for all such investigations.

Officers assigned to investigate cases where the victim is MHDD must notify the DDS Investigations Unit prior to beginning their investigation. Initial responding officers conducting the preliminary investigation of a criminal offense involving a MHDD victim must notify the DDS Investigations Unit if they are able to make an immediate arrest and successfully close the case, negating the need for it to be assigned to an investigator. If an officer discovers that a victim is MHDD after an investigation has already begun, the investigating officer must contact the DDS Investigations Unit at (513) 794-3308, 24 hours a day.

Information:

Incident Reports are entered into RMS using the Case Files Module. Select “Case Report” in the Document Type drop-down box. Select “Offense” in the Type of Report drop-down box. Enter the “Offense Code” in the Offense drop-down-box.

Confidential Investigative Notes are also entered into RMS using the Case Files Module. Select “Investigative Note” in the Document Type drop-down box. Select “Investigation (311G, 311DV)” in the Event Type drop-down box. The information required for the Form 311MO must be entered in the Case Report Module under the “Offense” and “Offender” tabs. The Form 311N is entered in the Officer Narratives Module.

Documents pertaining to a report will be scanned and attached to the RMS case folder by District Quality Assurance (DQA) personnel, e.g. photographs, receipts, other Department forms, etc. Officers must ensure documents and photographs contain the RMS case number prior to submitting.

Incident reports are public record. Confidential Investigative Notes are not public record. Refer to Procedure 18.120, Release of Information and Public Records, for guidelines for completing information requests.

Procedure:**A. Completing Incident Reports**

1. Complete all incident reports completely and accurately.
 - a. Spell all names in full: last, first, and middle.
 - b. Business names consist of two names, e.g., Kroger Company.
 - c. Record sex as: M-Male, F-Female, or U-Unknown.
 - d. Race descriptions must be consistent with the following federal requirements and used on all Department reports:
 - 1) W – White.
 - 2) B – Black.
 - 3) I – American Indian or Alaskan Native.
 - 4) A – Asian.
 - 5) U – Unknown, not described above.
 - e. Record ethnicity as: H-Hispanic, or NH-Non-Hispanic.
2. Place of occurrence and/or street address must consist of the following:
 - a. Street number - if intersection, use number closest to corner, e.g., Vine St. at Third, N.E. corner, use 300 Vine St.
 - b. Street prefix, when applicable: North – N, South – S, East – E, and West – W.

- c. Full Street Name – correctly spelled.
- d. Street suffix - will consist of one of the following:

STREET DESIGNATOR CODE LIST

<u>DESIGNATOR</u>	<u>CODE:</u>	<u>DESIGNATOR</u>	<u>CODE:</u>
Alley	AL	Highway	HW
Avenue	AV	Lane	LN
Boulevard	BV	Park	PK
Bridge	BR	Parkway	PY
Circle	CR	Pike	PI
Court	CT	Place	PL
Drive	DR	Road	RD
Expressway	EX	Square	SQ
Street	ST	Viaduct	VI
Terrace	TE	View	VW
Trail	TL	Way	WY

- e. City
 - f. State
 - g. Zip Code
3. Reporting Area
 - a. RMS automatically generates the Reporting Area when the location of the offense or incident is entered. Officers should not delete the Reporting Area number.
 4. Ohio Revised Code (ORC) Section Number
 - a. Unless designated otherwise, all Department offense reports will reflect the appropriate ORC section number following the type of offense. These section numbers serve as codes to separate ORC statistics.
 5. Distribution of Crime Victims Pamphlet
 - a. When an offense report is made, Department personnel will provide the victim, his family, or dependents one copy of the "Information for Crime Victims" pamphlet and other information as described in ORC Chapter 2930.
 - 1) Refer to Procedure 12.403, Crime Victim/Witness Notification and Assistance, for crime victim notification.
 6. Confidential Investigative Notes
 - a. Complete a Form 311G for every offense, except station reports and arrests. Record witness names, addresses, and telephone numbers on the form. Also complete Forms 311S, 311N, 311MO, 311VS and 311DV when appropriate.

- b. On offenses involving an individual and/or business requesting the dollar amount taken not be publicized, include the amount on the Form 311G instead of on the Form 301. Use this option sparingly in unusual cases where the complainant is reluctant to reveal the amount taken.
- c. Enter "\$1.00" on the Form 301PS, Property Supplement, in the "Property" section. Do not leave the section blank.

7. Incomplete reports

- a. If required information is unavailable when the initial report is taken, select "incomplete" for the report purpose. The assigned investigator is responsible for completing the original report and executing any additional reports.

B. General Rules for Offense Reporting

1. Number of offense reports

- a. Make a report for each incident.
- b. An incident is one or more offenses committed by the same offender, or group of offenders acting in concert, at the same time and place, against one or more victims.
 - 1) The concept of acting in concert provides that the offenders actually commit or assist in the commission of the crime(s). The offenders must be aware of, and consent to, the commission of the crime(s); or even if non-consenting, their actions assist in the commission of the offense(s).
 - 2) The concept of same time and place provides that if more than one offense was committed by the same person or group of persons and the time and place intervals surrounding them were insignificant, all of the crimes comprise a single incident.
 - 3) Example: Five persons are robbed at gunpoint. One of the five is fatally shot.
 - a) Complete a Form 301 with 5 victims.
 - b) In the "Offense" section, list all offenses committed.
 - c) Link the offense with victim in "Victim/Offense" link box.
 - d) Explain in the "Narrative" section the facts of each offense and how it relates to each victim.
- c. Complete a Form 303 if a vehicle is stolen during a robbery, burglary, or breaking and entering as outlined in Procedure 12.420, Reporting Vehicle Thefts and Related Offenses. List all offenses and explain in the "Narrative Section."

- d. When burglary or breaking and entering offenses occur involving multiple units carrying the same address and at the same time, complete one Form 301 with the appropriate number of victims.
 - e. Report a number of thefts from a single victim, committed at the same place by the same person over an indefinite period, as one offense. List the approximate dates of the first and last known theft.
 - f. Report multiple parking meters broken into in the same vicinity, same street, and about the same time as separate offense reports.
2. Reporting responsibility
- a. The district of occurrence is responsible for the report. However, if the complainant responds to another district, that district will make the report and send a blotter notification to the responsible district. Include the RMS case number and victim's name.

EXCEPTION: Homicide supervisors will complete homicide and high profile criminal offense reports.
 - 1) When a complainant reports a Domestic Violence offense that occurred in another district, an officer from the **district of occurrence** will respond to complete the investigation and Domestic Violence Report.
 - b. Notify a supervisor for serious offenses requiring immediate follow-up.
 - 1) If the offense occurred in another district, the reporting officer from the district where the offense was reported will notify a supervisor from the district of occurrence for immediate follow-up.
 - a) Record the notification in the "Narrative" section of the report.
 - b) Send a blotter notification to the district of occurrence. Include the RMS case number and victim's name.
 - 2) Immediately notify the CIS desk to initiate the High Profile Criminal Investigation SOP when necessary.
 - c. Two or more districts involved in a crime or series of crimes.
 - 1) In single or multiple crime situations, the district where the first criminal offense occurred will complete and carry the report.
 - d. Criminal acts involving Cincinnati and other jurisdictions.
 - 1) The district of occurrence will complete offense reports for Cincinnati offenses, including details of crimes committed in other jurisdictions.

- e. When the district of occurrence is unknown, but is believed to be within the Cincinnati city limits, use the address of the reporting district and note in the "Narrative" section of the report the location where the offense occurred is unknown.
 - 1) Carry the offense report in the resident district of the complainant.
 - 2) If the complainant is not a Cincinnati resident, carry the report in the district where the offense was reported.
- 3. Use of language on Department reports
 - a. Whenever profanity or obscene remarks are used in the commission of an offense, record the actual language on the report.
- 4. Offenses involving City property
 - a. List the complainant as the City department assigned the property.
 - b. If the property belongs to another City entity, such as the Board of Education, list the name of the school as the "Complainant".
- 5. Reporting Stolen or Recovered Firearms
 - a. Complete a Form 301 for stolen firearms.
 - 1) The following information must be provided on the 301PS in order to enter the stolen firearm into RCIC/NCIC:
 - a) When the incident occurred
 - b) Firearm serial number
 - c) Gun type
 - d) Gun manufacturer
 - e) Caliber of the firearm
 - 2) Fax a copy of the 301 to Teletype and include the RMS case number.
 - 3) Confirm receipt of the fax and record the teletype number on the 301.
 - 4) Identifiable firearms with serial numbers or owner applied numbers will be entered as confirmed stolen.
 - 5) Firearms with an unidentifiable serial number or owner applied number will be reported as unconfirmed.
 - b. Complete a Form 301 and Form 313, Firearm Report, for recovered firearms which had been reported stolen.
 - 1) Fax a copy of the 313 to the Court Property Unit.

- 2) A Court Property Unit officer will contact Teletype to receive a teletype number.
6. Reporting Lost or Found Firearms
 - a. Complete a Form 317, General Conditions Report, for lost firearms.
 - b. Complete a Form 317 and Form 313 for found firearms which had been reported as lost.
 - 1) Fax a copy of the 313 to the Court Property Unit.
 - 2) A Court Property Unit officer will contact Teletype to receive a teletype number.
 - c. Include any serial or model number, manufacturer's name or other official information on the Form 317.
 - d. Recovered or found firearms, reported lost or stolen from outside the City of Cincinnati, must be confirmed through the originating agency by contacting CIN1. Officers will not contact the originating agency for confirmation.
 7. Property values
 - a. A monetary value is not necessary for blank checks, blank driver's licenses, blank auto titles, etc. These are automatically grand thefts.
 - b. Shoplifted items - list the value given by the complainant.
 - c. Use the fair market value of articles, subject to depreciation.
 - d. Use the victim's evaluation of items such as jewelry, watches, and other articles which decrease slightly in value or not at all.
 - e. Use the replacement or actual cost to the victim for new or almost new items, e.g., money orders with cash value but no name, etc.
 - f. List the replacement value given by the complainant of heirlooms, collector's items, antiques, museum pieces, etc.
 - g. The investigating officer will use good judgment and discuss with the complainant any values that appear to be inflated.
 8. Unusual occurrences and attempt
 - a. Incident reports
 - 1) Complete a Non-NIBRS Case Report to record unusual occurrences, which in the judgment of a supervisor, have no applicable ORC statute. Follow-up investigation may be appropriate.
 - a) In the "Administrative" section of the report, select "Incident."

- b. Attempt: 2923.02
 - 1) Complete a Form 301 to report attempts to commit a violation of any ORC statute listed in this procedure. In the "Offense" section, select "A" (attempt).
- 9. Reports requiring further investigation by Criminal Investigation Section (CIS)
 - a. All district supervisors will notify CIS as soon as possible regarding offense reports requiring further investigation by CIS.

EXCEPTION: If the offense is reported outside the working hours of Personal Crimes Squad (PCS) personnel, the district making the report will notify the CIS desk officer and send a blotter notification to PCS. Include the offense type, time, date, location, and RMS case number. If the shift supervisor determines PCS should immediately respond to the scene, request recall through the CIS desk officer.
- 10. Complete a Form 317 for property damage incidents when no criminal intent is evident or if the property is damaged due to police action. Include all pertinent facts.
- 11. Supervisor's Responsibility
 - a. Check each offense report for accuracy and completeness of information.
 - b. Approve the report and route it to the DQA.
 - c. Return unapproved reports to the officer for correction or revision.
- C. Case Report Additions, Corrections, and Report Auditing
 - 1. Case investigators or reporting officers who do not have "write access" to a case in RMS may handle reports in need of correction in the following manner:
 - a. Use the original report number.
 - 1) Do not unfound or close the original report and make a new one.
 - b. Make the necessary corrections or additions.
 - c. In the "Report Date/Time" block, enter the date the addition or correction is made.
 - d. In the "Reporting Officer" block, enter the name of the officer making the correction or addition.
 - e. Under "Narrative", clearly state the additions or corrections.

EXAMPLES: Correction is to change the name of the complainant from Ed Brown to Charles Smith. Addition is stolen bicycle valued at \$100. Correction is total value changed from \$140 to \$240.

D. Routing Offense and Other Reports

1. The DQA will route copies of all Department forms, supplemental reports and documents to the appropriate district/section/unit, other City departments and Police Records Section, as needed.

E. Reporting and Follow-up Investigation: Assignment and Responsibility

INVESTIGATION ASSIGNMENT LEGEND

Patrol Bureau; Traffic Unit	(TRF)
Patrol Bureau; District Investigator	(INV)
Criminal Investigation Section; Personal Crimes Squad	(CIS)

1. Assign offense reports having the necessary case assignment criteria for follow-up investigation and closure by designated units.
 - a. An offense report listing two or more offenses will be assigned for investigation based on the highest degree offense against a person. If there is a significant change in time, location, or events during the incident, the offenses may be assigned separately.
 - b. Assign incident reports involving High Profile Criminal Investigations to CIS, regardless of the offense or potential offense.
2. Complete a Form 301 for the following offenses and attempted offenses:

2903.01	Aggravated Murder/Attempt Aggravated Murder	(CIS)
2903.02	Murder/Attempt Murder	(CIS)
2903.03	Voluntary Manslaughter	(CIS)
2903.04	Involuntary Manslaughter	(CIS)
2903.041	Reckless Homicide	(CIS)
2903.05	Negligent Homicide	(CIS)
2919.13	Abortion Manslaughter	(CIS)

NOTE: Refer to Procedure 12.615, Deceased Persons /Prisoners and Death Notifications, when completing a Form 301 for the *above* listed offenses.

2903.06	Aggravated Vehicular Homicide/Vehicular Homicide	(TRF)
2903.08	Aggravated Vehicular Assault/Vehicular Assault	(TRF)

NOTE: Refer to Procedure 12.230, Fatal Crash Investigation and Placement of Related Charges, when using 2903.06, 2903.06A, and 2903.08.

2903.11	Felonious Assault	(INV)
	If victim is hospitalized and death appears imminent	(CIS)

- 2903.12 Aggravated Assault (INV)
 If victim is hospitalized and death appears imminent (CIS)
 2903.13 Assault (INV)
 If suspect is out of town or unusual circumstances exist (INV)

NOTE: Refer to Procedure 12.415, Reporting and Classifying
 Assault Offenses, for completing an assault report on a law
 enforcement officer.

- 2903.14 Negligent Assault (INV)
 2903.16 Failing to Provide for Functionally Impaired (INV)
 2903.21 Aggravated Menacing (INV)
 2903.211 Menacing By Stalking (INV)
 2903.22 Menacing (INV)
 2903.31 Hazing (INV)
 2903.34 PA Patient Abuse (felony) (CIS)
 2903.34 Patient Neglect (misdemeanor) (INV)
 2903.34 Gross Patient Neglect (misdemeanor) (INV)
 2903.341 Patient Endangerment (misdemeanor) (INV)
 2903.341 Patient Endangerment (felony) (CIS)
 2905.01 Kidnapping (CIS)
 2905.02 Abduction (all cases) (INV)
 2905.03 Unlawful Restraint (INV)
 2905.05 Criminal Child Enticement (CIS)
 2905.11 Extortion (CIS)
 2905.12 Coercion (CIS)
 2907.02 Rape (CIS)
 2907.03 Sexual Battery (CIS)
 2907.04 Unlawful Sexual Conduct w/Minor (CIS)
 2907.05 Gross Sexual Imposition:
 Age 18 years and older (INV)
 Age 17 years and younger (CIS)
 2907.06 Sexual Imposition:
 Age 18 years and older (INV)
 Age 17 years and younger (CIS)
 2907.07 Importuning (INV)
 2907.08 Voyeurism (INV)
 2907.09 Public Indecency (INV)
 2909.04 Disrupting Public Service (INV)
 2909.05 Vandalism (INV)
 2909.06 Criminal Damaging or Endangering (INV)
 2909.07 Criminal Mischief (INV)
 2909.08 Endangering Aircraft or Airport Operations (INV)
 2911.01 Aggravated Robbery:
 All cases except financial institutions (INV)
 Aggravated Robbery of financial institutions (CIS)
 2911.02 Robbery:
 All cases except financial institutions (INV)
 Robbery of financial institutions (CIS)

2911.11	Aggravated Burglary	(INV)
2911.12	Burglary	(INV)
2911.13	Breaking and Entering	(INV)
2911.211	Aggravated Trespass	(INV)
2911.31	Safecracking	(INV)
2911.32	Tampering with Coin Machines	(INV)
2913.02	Theft, Grand	(INV)
2913.02	Theft, Petty	(INV)
	License Plate Validation Stickers	(INV)

- a. The word "Grand" or "Petty" will precede the word "Theft" on theft offenses. Record the type of theft in "Larceny Type" block.

2913.04	Unauthorized Use of Property	(INV)
2913.05	Telecommunications Fraud	(INV)
2913.11	Passing Bad Checks	(refer to item "a." below)
2913.21	Misuse of Credit Card	(refer to item "a." below)
2913.31	Forgery	(refer to item "a." below)
2913.32	Criminal Simulation	(refer to item "a." below)
2913.49	Identity Fraud	(refer to item "a." below)

- a. The investigation assignment of the above listed offenses (2913.11, 2913.21, 2913.31, 2913.32, and 2913.49) is dependent upon the amount of loss reported.

- 1) Amount of loss is \$2500.00 or less (INV)
- 2) Amount of loss is greater than \$2500.00 (CIS)

- b. When completing a report for Identity Theft:

- 1) Supply the victim with the phone number to the Financial Crimes Squad, (513) 352-3545.
- 2) Notify the Major Offenders Unit at (513) 352-6473 and Financial Crimes Squad.
- 3) Send a blotter notification to the Financial Crimes Squad. Include the offense type, time, date, location, and RMS case number.

2913.33	Making or Using Slugs	(INV)
2913.41	Defrauding a Rental Agency or Hostelry (Non-Veh)	(INV)

- a. A breach of a rental agreement is a civil matter unless you can show criminal intent. Criminal intent can be inferred if the suspect provides a false name and address at the time of the rental or moves during the rental period without leaving a forwarding address.

- b. If criminal intent is established, an offense report should be made and criminal charges should be filed. If no criminal intent can be established, the complainant should be advised to seek civil redress.

2913.41	Defrauding a Rental Agency or Hostelry (Vehicular)	(INV)
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- a. Complete a Form 301 in those cases where the vehicle has been returned to the owner. Otherwise, refer to Procedure 12.420, Reporting Vehicle Thefts and Related Offenses.
 - 1) Report violations of the following statutes on a Form 301
 - a) 2913.02 (Theft)
 - b) 2913.04 (Unauthorized Use of Property)
 - c) 2913.41 (Defrauding a Rental Agency or Hostelry)
 - 2) If applicable, include all serial numbers, vehicle identification numbers, etc., on the items listed below for entry into NCIC stolen property files:
 - a) Sailboat
 - b) Rowboat
 - c) Pickup camper (out of truck)
 - d) Jack lift
 - e) Farm machinery not designed to carry the operator
 - f) Riding lawn mowers with no serial number (riding lawn mowers with a serial number are reported on a Form 303)

NOTE: Refer to Procedure 12.420 for those articles to be reported on a Form 303.

2913.44	Personating an Officer	(INV)
2917.21	Telecommunications Harassment	(INV)
2917.31	Inducing Panic	(INV)

- a. Bomb Threats - Insert "Bomb Threat" in parentheses when an evacuation occurs.

2917.32	Making False Alarms	(INV)
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- a. Bomb Threats - Insert "Bomb Threat" in parentheses when **no** evacuation occurs.
- b. Complete a Form 301 for any false fire alarms when an arrest is made or a suspect known.
 - 1) Complainant is the Cincinnati Fire Department.
 - 2) Complainant's address is 430 Central Avenue.
 - 3) Reporting person is the Fire Department officer in charge (OIC) at the scene. The OIC's address is the fire company where assigned.
 - 4) List how the alarm was given in the "Narrative" section: telephone, etc.

2919.13	Abortion Manslaughter	(CIS)
2919.22	Endangering Children	(CIS)
2919.23	Interference with Custody	(CIS)
2919.25	Domestic Violence	(INV)
2919.27	Violating Protection Order or Consent Agreement	(INV)
2921.02	Bribery	(CIS)
2921.03	Intimidation	(**)
2921.04	Intimidation of Crime Victim or Witness	(**)
2921.05	Retaliation	(**)

NOTE: **Will be investigated by the investigator assigned the original offense or incident.

2921.51	Impersonating a Peace Officer or Private Policeman	(CIS)
2923.161	Discharging a Firearm at Habitation or School	(INV)
2927.12	Ethnic Intimidation/Aggravated Menacing	(INV)
2927.12	Ethnic Intimidation/Menacing	(INV)
2927.12	Ethnic Intimidation/Criminal Mischief	(INV)
2927.12	Ethnic Intimidation/Criminal Damaging	(INV)
2927.12	Ethnic Intimidation/Telephone Harassment	(INV)

3. Complete a Form 303 for the following offenses/instances:

2913.02	Theft – Stolen Vehicles	(INV)
a.	Investigated by the district where the theft occurred.	
2913.02	Recovered Stolen Vehicle	(INV)
a.	Investigated by personnel in the district where the theft occurred.	
2913.02	Theft - Stolen License Plate(s) (incl. expired plates)	(INV)
2913.03	Unauthorized Use of a Vehicle	(INV)
2913.41	Vehicular Defrauding of a Rental Agency or Hostelry	(INV)

NOTE: The DQA will enter a monetary value for stolen and recovered vehicles on the report. The value of a vehicle is determined by using the following Internet sites: <http://www.kbb.com/>, the Kelly Blue Book home page, or <http://www.nadaguides.com/>, the NADA guidebook home page.

F. Case Closure Audit

1. On a monthly basis, the district commander will ensure a random audit of cases closed by both investigative and uniformed personnel is conducted. Early closures will not be included in this audit.
 - a. This audit will include:
 - 1) A ten percent sample of inactive or “J” closures.
 - 2) A ten percent sample of otherwise or “D” closures.

- 3) A ten percent sample of unfounded closures.
- b. A district supervisor not assigned to the Investigative Unit will conduct this audit.
 - 1) The auditing supervisor will personally contact the complainant to ensure the report was properly closed and that the investigating officer properly notified them of the closure.
- c. The district commander will ensure a monthly summary of the case closure audit is forwarded to him for review.
- d. District commanders will ensure quarterly reports are biannually compiled and forwarded to the Bureau Commander (first and second quarter submitted during July, third and fourth quarter submitted during January).

G. Investigation Requests from Other Law Enforcement Agencies

- 1. CIS will monitor and control investigative requests from law enforcement agencies outside the Department.
 - a. Document and forward all extensive investigative requests received from outside law enforcement agencies to CIS.
 - 1) CIS will assign the request within the Department.
 - 2) The district, section, or unit receiving the request will conduct the follow-up investigation, provide the requested assistance, if possible, and contact the outside agency advising them of the investigative results.
 - a) Affected districts will handle routine requests for assistance from adjoining police agencies.

H. Strategic & Tactical Analytic Review for Solutions (STARS) Audit Process

- 1. Crime analysts will perform regular audits of reports included in the RMS according to their scheduled rotation on the STARS Audit Calendar to ensure the accuracy of data reported internally and externally. The STARS Audit Calendar is available to all crime analysts by accessing the Crime Board folder on the H: drive.
 - a. District crime analysts will audit one Part I crime category each week on a rotating basis (Robberies, Aggravated Assaults, Burglary, Theft from Auto, Personal/Other Theft, Auto Theft) for accuracy by physically comparing the number of crime reports in that category (within their respective district/section/unit) to the number of offenses reported on the STARS report.
 - 1) Crime analysts will document their findings on the Crime Analyst Data Audit Form (CADA) and route it through their district/section/unit chain of command.

- 2) When the Form CADA has been approved by the crime analyst's district/section/unit commander, the DQA will route the original, approved Form CADA to the Director of Technology and Systems Section.
 - 3) A copy of the approved Form CADA will also be maintained within the crime analyst's district/section/unit. Form CADA's are available to all crime analysts by accessing the Crime Board folder on the H: drive.
 - 4) When a problem is identified with an individual report, the issue will be thoroughly documented on the Form CADA.
 - a) If the problem can be resolved immediately, the crime analyst should work with the respective DQA and/or Investigative Supervisor to resolve the problem. The resolution should also be documented on the Form CADA.
 - b) The crime analyst will certify their findings and submit the Form CADA through their district/section/unit, chain of command as outlined above.
- b. The CIS analyst will review all Rape and Homicide reports each week for accuracy. They will physically compare the number of reports in that category to the number of offenses reported on the STARS report.
- 1) The crime analyst's findings will be documented on the Form CADA and submitted as outlined above.
- c. The Crime Analysis and Problem Solving Unit (CAPS) will review all fatal and non-fatal shooting reports each week for accuracy. The CAPS will compare the count of crimes within the RMS to information maintained independently and used for the Secondary STARS report. The findings will be documented on the Form CADA and submitted as outlined above.

12.715 PROPERTY AND EVIDENCE: CONFISCATION, ACCOUNTABILITY, PROCESSING, STORAGE, AND RELEASE

Reference:

Procedure 12.265, Wrecker and Towing
 Procedure 12.350, Automated Fingerprint Identification System (AFIS)
 Procedure 12.400, Incident Reporting and Miscellaneous Reporting
 Procedure 12.403, Crime Victim/Witness Notification and Assistance
 Procedure 12.555, Arrest/Citation: Processing of Adult Misdemeanor and Felony Offenders
 Procedure 12.615, Deceased Persons/Prisoners and Death Notifications
 Procedure 12.710, Unit Property Book
 Procedure 12.720, Evidence: Submitting for Physical Analysis
 Procedure 12.725, Blood Drying Facility: Processing of Evidence Exposed to Bloodborne Pathogens
 Procedure 12.735, Federal and State Forfeitures
 Ohio Revised Code 2901.13, Limitations of Prosecution
 Ohio Revised Code 2933.82
 Forensics Manual
 Investigative Manual

Definitions:

Property - any material object of value, however slight, tangible or intangible to which an owner has a legal right.

- Property marked as “found” or “personal” is returnable to anyone with proof of ownership. No disposition order will be sent to the responsible officer and the property could be disposed of in 90 days if not claimed.
- Property marked as “court” is any property held as evidence or has the potential to be evidence. A disposition order will be sent to the responsible officer to determine the disposition.
- Property held as “confiscated” will be disposed of after one year unless Court Property Unit (CPU) is otherwise advised. A disposition order will not be sent to the responsible officer. Do not submit evidence or potential evidence as confiscated.

Evidence - Legally obtained, documentary or oral statements and material objects submitted to a court of law as proof to ascertain the truth regarding an offense that occurred.

Biological Evidence - Any item that contains blood, semen, hair, saliva, skin tissue, fingernail scrapings, bone, bodily fluids, or any other identifiable biological material, including the contents of a sexual assault examination kit, that was collected as part of a criminal investigation or delinquent child investigation and that reasonably may be used to incriminate or exculpate any person for an offense or delinquent act.

Biological Material – Any product of a human body, containing DNA.

Deoxyribonucleic Acid (DNA) the material inside the nucleus of a cell that carries genetic information.

Purpose:

Provide for the security, care, custody, and control of seized, recovered, and evidentiary property as well as abandoned, lost, or found property.

Eliminate questionable confiscation and reduce complaints of illegal search and seizure.

Establish procedure regarding firearms coming into police possession.

Policy:

Police personnel confiscating, seizing or recovering property of any kind will be in compliance with local, State and Federal laws.

Property used in an unlawful manner will be seized and held as evidence in connection with the arrest.

Police personnel will not confiscate lawfully possessed property. An exception will be made if, in the judgment of a supervisor, the confiscation is deemed necessary for the safety or welfare of the public or individuals involved. Items falling into this category are firearms, knives, other dangerous weapons, explosives, poisons, etc.

All recovered or found firearms, ammunition, bullets and casings will be treated as evidence. The history of how they came to be recovered will be investigated.

Police Department personnel are responsible for inventorying and processing all property coming into their custody before terminating their tour of duty.

Information:

Police personnel are encouraged to read the Investigations Manual and Forensic Manual found on the Department Intranet. These manuals instruct investigators and field personnel on the proper collecting techniques for property held as evidence or how it is to be submitted for analysis.

The Hamilton County Coroner's Laboratory has the ability to process items submitted for DNA analysis. A DNA profile can be obtained from samples of skin, hair, blood, and other body fluids. Once a profile is made, it is maintained in a local data base and forwarded to the state for submission into the Combined DNA Index System (CODIS), where it is compared to established profiles of known offenders.

Procedure:

A. Processing Property

1. All property confiscated, seized, found, or coming into police custody will be properly marked, packaged and submitted by the officer into the district/section/unit property room before terminating their tour of duty.
 - a. Complete a Form 330, Property Receipt.

- 1) All Forms 330 pertaining to one arrest or case will have the same officer listed as the primary officer.
 - 2) If property is confiscated, a copy of the Form 330 will be provided to the subject from whom the property was confiscated.
 - a) When possible obtain a signature from the subject.
 - b. Complete a Form 64, Property Tag or Form 327 Court Tag.
 - c. Complete all required forms and follow specific guidelines for property requiring special processing, for example: money, drugs or firearms.
 - 1) Refer to Procedure 12.735, Federal and State Forfeitures, when processing property believed to be subject to forfeiture.
 - d. Submit the property for approval to a supervisor.
 - e. Enter the property in the district/section/unit property book.
- B. Supervisors will:
1. Verify the contents of the property envelope, bag or package placing their signature in the space provided.
 2. Ensure all required forms are complete and attached to the property and sign the property receipt.
 3. Ensure the property is properly marked and entered in the property book.
- C. Non-personal Property on Prisoners
1. When property other than personal property on prisoners or property submitted for analysis comes into the custody of Cincinnati Police or private police officers (items to be processed at the district of detail assignment), officers will prepare the property for the CPU.
 - a. The officer will complete a Form 330, Property Receipt.
 - 1) All Forms 330 pertaining to one arrest or case will have the same officer listed as the primary officer.
 - 2) A copy of the Form 330 is to be issued to the subject from whom the non-personal property was confiscated. Obtain a signature from the subject when possible.
 - b. Enter the property in the district/section/unit property book.
 - 1) Personnel will record all information according to Procedure 12.710, Unit Property Book.
 - c. Put the property in the property locker, lock the locker, and deposit the property locker key in the locker.

- d. The master property locker key will be kept in a secured place within the district/section/unit and will only be accessed by a supervisor. The master property locker key is required to reopen lockers once they are locked.
 - 1) Officers requiring access to a locked property locker will notify a supervisor.
 - 2) The supervisor will accompany the requesting officer to the locker, open the locker, and witness any action taken regarding the property.
 - 3) The supervisor will not, under any circumstances, give the master key to the requesting officer.
 - 4) If a supervisor has reason to open a secured property locker, it must be done in the presence of a second officer or supervisor.
- 2. A supervisor will review all Forms 330 for accuracy and place their name and badge number in the block provided.
 - a. Send all copies of the Form 330 with the property to the CPU by 0830 hours, Monday through Friday.
- 3. CPU personnel will inspect the property for correct packaging and completeness of tags and receipts.
 - a. Incorrectly prepared and tagged property will not be accepted.
 - b. Incorrectly prepared and tagged property, such as drugs, firearms or money, will be retained at CPU.
 - c. A copy of the related Form 330, with a notation of the errors, will be given to the delivering officer. The district property officer will deliver the Form 330 with the error notice to the district/section/unit Administrative Assistant or a supervisor by 1000 hours that day.
 - d. A supervisor from the affected district/section/unit will respond to CPU within three days to correct the error.
 - e. After the correction is made, CPU will process the property.
 - f. Date and initial the Form 330, assign the location number, and put the property number on each copy.
 - 1) White copy of the Form 330 is filed at CPU.
 - 2) Yellow copy of the Form 330 is given to the delivering officer for filing.
 - a) A supervisor designated by the district/section/unit commander will be sure the location and property numbers are entered in the district/section/unit property book.

- g. Enter all submitted property into the Automated Control of Evidence (ACE) computer database. A bar code identifier is generated and assigned to each individual item.
- 4. To avoid recalling personnel after normal business hours, submit property in the following manner:
 - a. Property valued up to \$999.99 will be held at the district/section/unit property room. Property valued from \$1,000.00 to \$9,999.99 will be held at CIS. Property valued at \$10,000.00 and above requires the recall of CPU personnel.
 - 1) The CIS safe is located in the lobby of the CIS, 824 Broadway, 5th floor. The safe has a night deposit drum. If valuable property does not fit in the CIS safe, CPU personnel must be recalled.
 - b. Hold all other items in the district/section/unit property facility for submission to CPU on the next business day.
 - 1) Special Investigations Section (SIS) may retain up to \$5,000 in U.S. currency in its safe.
 - 2) SIS may retain drugs in its safe if the quantity can be placed there in its entirety.
 - a) Drug evidence too bulky for the safe will be taken directly to CPU in accordance with established procedures.
 - c. Recall CPU personnel, with approval of a Captain or above, if the property exceeds any of the above values and/or cannot be stored as indicated above.
 - d. Officers must record property in the district/section/unit property book before delivery to CIS.
 - e. Evidence, including packaging, must be smaller than 14" x 5" x 4".
 - f. Evidence must be properly packaged and sealed with evidence tape. The officer sealing the package must date and initial the seal.
 - g. Attach completed property receipts and tags.
 - h. Officers will notify the CIS desk officer who will unlock the night deposit bin.
 - i. Officers must sign the property log maintained by the CIS desk officer.
 - J CPU personnel will pick up items from the safe at the beginning of each business day. Two members of CPU will check and audit the items. Discrepancies will be brought to the attention of an affected district/section/unit supervisor and the Evidence/Property Management Section Director.

D. Personal Property Found on Prisoners

1. Property that is found on prisoners and not needed for court will accompany the prisoner to the appropriate detention facility.

E. Property Contained in Towed or Moved Vehicles

1. All property contained in vehicles will be processed according to Procedure 12.265, Wrecker and Towing.

F. Hamilton County Coroner's Cases

1. In accordance with Procedure 12.615, Deceased Persons/Prisoners, and Death Notifications personal property such as clothes, wallets, money, jewelry, medicine, etc., will accompany bodies to the Coroner's Office and be retained there. The morgue attendant will issue a receipt to the delivering officer.
2. Other property not accompanying the body to the Coroner's Office should be processed through the appropriate district/section/unit property book. Mark the Form 330 "Hold for Coroner".
 - a. Deliver property processed through units other than CIS to the CPU.
 - b. Property requiring special handling by Homicide Unit personnel will be processed by the Criminalistics Squad, in accordance with Procedure 12.615, and may be taken directly to the Coroner's Office or processed at CIS.
 - 1) The officer delivering evidence to the Coroner's Office will complete a Form 330 and a Property Location Card, signed by the officer.
 - 2) Process all copies of Forms 330 through CPU by the next business day.
 - c. The Homicide Unit is responsible for delivery of all property held for the Coroner's Office. CPU is responsible for the return of all property released from the Coroner's Office.
3. The Coroner's Office will return the following property:
 - a. Homicide cases - all property determined to be evidence, including the fatal weapon.
 - 1) Motor vehicles are evaluated individually.
 - 2) The decision to retain or return is made by the Coroner's Office.
 - b. Questionable deaths later determined not to be a homicide - property related to the death, but not the property of the deceased.
 - c. Suicide cases – property related to the suicide.

G. Air-Dried Evidence

1. If an on-scene supervisor is uncertain about whether to hold wet, bloody clothing and items as evidence, the supervisor should contact a Homicide Unit supervisor for further guidance per Procedure 12.725, Blood Drying Facility: Processing of Evidence Exposed to Bloodborne Pathogens.

H. DNA Evidence

1. Officers requesting a DNA analysis should limit their requests to evidence involving serious crimes or felonies, violent misdemeanors, or a pattern of offenses that might be connected to one person.
2. Other items that can be submitted for analysis include clothing, hats, or tools used in an offense. These items may provide a profile from particles left by the suspect.
3. Only trained personnel may submit a buccal swab for analysis. Contact an Investigative Unit supervisor to request a trained officer for assistance with buccal swabs.
4. Every effort should be made to prevent cross contamination of evidence submitted for analysis. Evidence containing wet blood or body fluids can be placed in one of the blood drying cabinets at CIS. See Procedure 12.725, Blood Drying Facility: Processing of Evidence Exposed to Bloodborne Pathogens, for instructions.
5. The CPU will submit evidence to the Coroner's Office.
6. Results from testing generally take 30 days to complete. A report will be forwarded to CPU from the Coroner's lab. CPU will attach a copy of the report to the evidence returned from the lab. A copy of the report will also be forwarded to the submitting officer.
7. When the Combined DNA Index System (CODIS) matches a profile with a known person in the data base, the Coroner's Lab will send a report to the investigating officer requesting a buccal swab sample from the suspect to confirm the match.

I. Release of Property at the Recovering Unit

1. Property of the victim will be returned pursuant to Procedure 12.403, Crime Victim/Witness Notification and Assistance.
2. The claimant will sign a Form 330 for any property released by the recovering unit.
 - a. The recovering unit will file all three copies of the Form 330.

J. Release of Property at the CPU

1. CPU personnel will release property according to their Standard Operating Procedure (SOP). Personnel will be sure they release property to the rightful owner and obtain a signature on the ACE Property Withdrawal Receipt.

- a. A police officer or private police officer may not check out property to deliver it to its rightful owner.
 2. A Department employee or private police officer removing property from CPU for court, identification purposes, test firing, etc., must complete and sign an ACE Property Withdrawal Receipt. The Department employee or private police officer is responsible for returning the property to CPU. CPU will verify the identity of the individuals by checking their police identification card, through personal knowledge, or by having their identity established by other personnel known to the CPU personnel.
 3. Property is normally returned to CPU on the same day it is checked out. It is the responsibility of the person returning the property to ensure the ACE Property Withdrawal Receipt is appropriately marked indicating the return of the property.
 - a. Mark property tags and envelopes when returning property to indicate whether there is further need for its use.
 4. When unable to return property on the day it is checked out, the officer must notify CPU on the next business day.
 - a. Officers unable to return property on the same day will return it to their district/section/unit's property room and log it into the property book.
 - b. Private police officers unable to return property on the same day will return it to District One.
 5. CPU will review the file for property not returned each day. CPU will initiate an inquiry into the status of all property not returned within two days.
 6. If the court directs the release of property, direct the person to retrieve the property at CPU. The arresting officer will not release the property directly to any person in the courtroom.
 - a. Police officers will not request the court to release any property for their personal use.
 7. If the court retains custody of the property, the officer will obtain the prosecutor's signature, printed name, and date in the "Turned Over to Court" section of the ACE Property Withdrawal Receipt.
 - a. The officer will return the completed receipt to CPU immediately following the court appearance.
- K. Property Requiring Special Processing
1. Money or jewelry in excess of \$100
 - a. A supervisor, in the presence of the recovering officer, must verify the amount of money or jewelry.
 - 1) Money coming into police custody will be processed through CPU.

- 2) Officers submitting money will determine if the money is required as actual evidence (marked money, exploded dye pack monies, etc.) or if the bills are not particular to the case.
 - a) The Form 330 and property package will be marked "Hold at CPU" in the case of money being held at the CPU.
 - b) The Form 330 and property package will be marked "Deposit into Account" in the case of money being deposited.
 - b. A supervisor will verify the contents of the property envelope, placing their signature in the space provided on the envelope.
 - c. Photograph all jewelry that comes into Department possession. The recovering officer will place the photograph inside the property envelope.
 - d. A supervisor will ensure the property is properly marked and entered in the property book and sign the property receipt.
 - e. The property will be placed in the property locker along with the property locker key.
 - f. When an officer seizes over \$200.00 in change, it will be taken to the City Treasurer's Office for an accurate count prior to submission to CPU.
 - 1) After normal business hours, the property will be placed in the district/section/unit property locker. A notation will be made in the district/section/unit blotter advising first relief to transport the change to the City Treasurer's Office.
2. Controlled substances
- a. A controlled substance is any drug, compound, mixture, preparation, or substance included in Schedule I, II, III, IV, or V. Any drug requiring a prescription for dispensation is also a controlled substance.
 - b. A supervisor will verify the weight of the drug or substance, the weight recorded on the Form 330, and the weight listed on the property envelope. The supervisor will conduct the verification in the presence of the recovering officer.
 - c. A supervisor will ensure the property is properly marked and entered in the property book and sign the property receipt.
 - d. The property will then be placed in the property locker along with the property locker key.
3. The presence of a supervisor is required when any property listed in Sections K.1. and K.2. is placed in or removed from a unit property room. The supervisor will remain until the transaction is completed.

4. Potentially hazardous materials

- a. Potentially hazardous material is any property possibly contaminated by blood or other body fluids.
- b. Place biohazard warning labels on all property possibly contaminated by blood or other body fluids. Ensure the label is plainly visible to other personnel handling the property.
- c. Use a syringe tube to package any needle coming under police control. Place a biohazard warning label on the container.
 - 1) Attach a property tag to the syringe tube. Do not place the tube in a property envelope. The lab will not accept syringes packaged in a property envelope.
- d. The property will then be placed in the property locker along with the property locker key.
- e. If the syringe is of no evidentiary value and not needed for court, after placing the syringe in a syringe tube package with a biohazard warning label on the container, transport the syringe to the nearest Cincinnati Fire Department (CFD) fire station for disposal in their sharps container.

L. Perishable Property Requiring Refrigeration

1. Store in the refrigerator located at CPU.
 - a. When CPU is closed, use the CIS refrigerator.
 - 1) Complete a Form 330 and mark "Held at CIS".
 - 2) Mark the unit property book at the originating unit "Held at CIS".
 - 3) Deliver the property and all copies of the Form 330 to CIS desk personnel.
 - 4) CIS desk personnel will receive the property and make an entry in the CIS refrigerator property book.
 - 5) CIS desk personnel will sign and date the reverse side of all copies of the Form 330.
 - b. CPU personnel will pick up the property from CIS each weekday morning and transfer it to the refrigerator in CPU. The transferring officer will note the transaction by making an entry in the CIS refrigerator property book.
 - 1) CPU will assign a property number on the Form 330. The delivering officer will take the yellow copy of the Form 330 to his unit of assignment.
 - 2) CPU retains the white copy for their files.

M. Storing Gasoline Powered Equipment

1. Take mopeds, power lawn mowers, or other gasoline powered objects to the Impound Unit for storage.
 - a. Report mopeds on a Form 301, Incident Report.
 - b. Report power lawn mowers or any items other than vehicles using gasoline on a Form 330 along with the white Form 64, Property Tag, or the yellow Form 327, Court Tag.

N. Storing of Flammable Liquids, Fireworks, etc.

1. Flammable liquids such as gasoline, kerosene, fuel oil, or similar substances capable of ignition, creating an explosion, or burning with extreme rapidity, are kept in a locked outdoor storage facility under the control of the Impound Unit.
2. Summon a supervisor if there is any doubt about the safe transportation of the above substances to the Impound Unit. If necessary, call the CFD to assist in the safe transportation of volatile substances.
 - a. After normal business hours, contact a Captain or above for authorization to recall Impound Unit personnel.
3. Flammable liquid requiring analysis
 - a. Obtain a suitable specimen container from the Impound Unit. Transfer liquid to the container, properly seal, and identify with the recovering officer's name and badge number.
 - b. The specimen, along with the Evidence Submission Sheet completed by the recovering officer, will be picked up from the Impound Unit by CPU personnel. CPU personnel will have the specimen analyzed according to Procedure 12.720, Evidence: Submitting for Physical Analysis. After analysis, return the specimen container to the Impound Unit storage facility.
4. Form 330, Property Receipt
 - a. The Impound Unit will forward the Form 330 to CPU if no analysis is requested.
 - b. Upon completion of processing, CPU personnel will distribute the copies as follows:
 - 1) Yellow copy to the district/section/unit commander.
 - 2) White copy retained at CPU.
5. Request the CFD respond whenever high-powered explosives are encountered.

O. Reporting Lost or Found Property

1. Complete a RCIC/NCIC query for all identifiable lost or found property bearing a serial or model number, manufacturer's name or other official information etc., to determine if it was previously reported lost or stolen.
 - a. If the property is stolen, complete a Form 301, contact the CIN1 operator and provide the recovery information.
 - b. The CIN1 operator will teletype the information to the originating agency for removal of the computer file.
2. Indicate that a query and necessary follow-up has been completed by listing the verifying officer's name and badge number in the lower right-hand portion of the Form 330.
 - a. If the found property is not identifiable, note "N/A" in the lower right-hand portion of the Form 330 along with the officer's name and badge number.
3. Complete a Form 317, General Conditions Report, for all lost or found property, including lost or found firearms, in the General Conditions/Aided module in the Records Management System (RMS).
 - a. If the lost or found property can be readily identified by a serial or model number, manufacturer's name, or other official information , i.e., firearms, driver's licenses, credit cards, cell phones, etc., include the information on the Form 317.

P. Form 330, Property Receipt

1. When forwarding articles such as firearms, TVs, CB radios, bicycles, lawn mowers, watches, or any other items which have an identifiable serial number to CPU, the forwarding unit should include the following information on the Form 330:
 - a. Type of item
 - b. Brand name
 - c. Serial number
 - d. Model number
 - e. Color
 - f. Characteristics which would aid in identification of the item
 - g. Name and badge number of processing officer checking computer file

Q. Processing of Firearms

1. Recovery of firearms
 - a. Photograph each firearm prior to moving it, when possible.

- 1) Weapons may need to be secured for safety reasons, or if the scene will undergo an uncontrollable change such as fire, explosion, flooding, etc.
- 2) Note the time, location, where it was placed, and the person who moved the weapon.
- b. Sketch the location of the firearm and all persons associated with it. When possible, measure the distances of the firearm to the person.
- c. Make the firearm safe without obliterating fingerprints or other evidence, when possible.
- d. If a firearm cannot be made safe without destroying evidence, a supervisor will determine if, how, and where the firearm will be transported.
- e. Transport all Black Powder Muzzle Loader style firearms to the Target Range for inspection before submission to the CPU.
 - 1) If during non-business hours for Target Range personnel, the firearm will be maintained in a district armory until the next business day.
2. Report all firearms coming into police control on Form 313, Firearm Report.
 - a. Fill out all blocks completely except "Barrel Length". CPU personnel will complete this block.
 - b. List the complete number found on the frame, including prefix and suffix letters.
 - c. If a firearm does not have a serial number, note this in the "Serial Number" block.
 - d. In all felony arrests involving the confiscation of a firearm, whether or not a weapons offense has been charged, the submitting officer will print "**ATTENTION RIP CASE**" in bold lettering in the "Detail/Remarks" section of the Form 313.
3. Query all firearms coming under police control through the Regional Crime Information Center (RCIC) and the National Crime Information Center (NCIC).
 - a. The officer having original control of the firearm will run the query.
 - b. If the firearm is reported lost or stolen from outside of the City of Cincinnati, the officer running the query must notify CIN1 to contact the originating agency and confirm the stolen status. Officers will not contact the originating outside agency for confirmation.
 - 1) Confirmed stolen or lost firearms recovered will be reported to Teletype by the CPU and receive a cancellation teletype number.

- 2) The CPU will fax a copy of the Form 313, Firearm Report, which will include the cancellation teletype number, to Teletype. CPU officers must call to confirm receipt of the fax and record the teletype number on the Form 313.
- c. CPU will not accept firearms unless they have been queried through the computer.
4. Attach Form 327, Property Tag, Form 330, Property Receipt, and a Form 313, Firearm Report, to all firearms coming into police control.
5. Place all firearms in a gun envelope.
 - a. If a firearm will not fit in a gun envelope, attach a Form 327, Form 330, and Form 313, along with the computer query, to the firearm.
6. Place the computer printout and Form 313 inside the gun envelope. Ensure the following information is on the printout:
 - a. The words "To Court Property Unit".
 - b. Date and time the printout was forwarded to CPU.
 - c. The originating agency terminal identifier (example: DST1, PARK, CVCS, etc.).
7. If body fluids are on the firearm, attach all paperwork to the outside of the gun envelope.
 - a. Place a biohazard label on the outside of the gun envelope or cardboard firearms property box.
8. Routing of the Form 313
 - a. Route all copies of the Form 313 to the CPU with the firearm.
 - b. CPU will copy the form 313 upon receipt and will return the top two copies back to the reporting District, Section, or Unit via the property officer.
 - c. CPU will fax a copy of the Form 313 to the ECC for entry into NCIC/RCIC Gun recovery file.
 - d. CPU will enter the firearm in the ATF's Electronic Tracing System (eTrace).
 - 1) If an investigator needs a copy of an eTrace report they should contact the Intelligence Unit.
 - 2) CPU does not have access to eTrace reports.
9. Test firing weapons
 - a. The primary officer is responsible for test firing the weapon as soon as possible.

- b. If no weapons charges are filed or the firearm is found property, no test firing is required by the primary officer.
 - c. In situations where officers believe it is unsafe to test fire the weapon, they will transport the firearm to CIS. The weapon will be logged into the CIS property book and stored in a property locker.
 - 1) The property will be marked, "Unsafe weapon – hold for Criminalistics Squad.
 - 2) If the Criminalistics Squad officer believes the weapon is unsafe, the weapons will be transported to the Firearms Training Unit (FTU) for inspection by an armorer. If the weapon is determined to be safe, the Criminalistics Squad officer will test fire the weapon or witness the test.
10. Packaging of Magazines, Ammunition, Bullets, and Casings
- a. Package magazines, ammunition, bullets, and casings separately in a cartridge envelope and place them in a property envelope.
 - b. When a firearm is not found at the scene or not involved in the recovery, package magazines, ammunition, bullets, and casings in standard property envelopes.

R. Return of Confiscated Firearm(s)

- 1. If an officer confiscates a firearm from a citizen, the citizen may get the firearm back if:
 - a. There is a court order from a judge, or
 - b. The Police Chief approves a written request from the citizen requesting the return of the firearm.
 - c. Officers will query the confiscated firearm(s) and person requesting the firearm(s) to ensure he/she is in compliance with ORC 2923.13, Having Weapons While Under Disability. The person requesting the firearm must prove ownership or the right to possession of the firearm and sign Form 332, Release of Firearms.
 - 1) The Form 332 is available electronically in the CPDFORMS folder of Department computers.
 - 2) A photocopy of the completed Form 332, if requested, will be provided to the person requesting the firearm(s) be returned, and the original Form 332 shall be maintained at the CPU for the duration specified by the retention schedule.
- 2. When a confiscated firearm is returned to its owner, the Police Department will, before returning the firearm, require the owner to prove ownership or the right to possession of the firearm.

- a. An owner may demonstrate ownership or the right to the possession of a firearm using one of the following:
 - 1) A bill of sale with the description, serial number, and owner's name.
 - 2) A police query showing the firearm is registered to the owner.
 - 3) Possession of a court order ordering the return of the firearm to the owner.
 - 4) Presenting his homeowner's insurance showing the firearm is listed and reported lost or stolen from the owner.
 - 5) A dealer presenting an inventory with the firearm and serial number listed and that the firearm was reported stolen or missing from the owner's business.

S. Concealed Carry Licenses

1. Concealed Carry Licenses may be seized when a license holder is arrested for any of the following:
 - a. Any felony offense.
 - b. Any misdemeanor offense of violence as defined in Section 2901.01 of the Ohio Revised Code.
 - c. Any drug offense.
 - d. Violation of a Temporary Protection Order (TPO).
2. Process Concealed Carry Licenses separately from other seized property. Attach a copy of the Form 527, Arrest and Investigation Report, or the Form 314, Notice to Appear, to the Form 330, Property Receipt.
 - a. If the license is required as evidence for court proceedings, mark the license as needed for "Court".
 - b. If the license is subject to confiscation but not required as evidence for court proceedings, mark the license as "Confiscated".
 - 1) Upon receipt of a Concealed Carry License, CPU will make the necessary notification of the license seizure to the issuing agency. Confiscated licenses will be immediately mailed back to the issuing agency. Licenses held for court will be mailed back to the issuing agency upon conclusion of any criminal proceedings.
 - c. All seized Concealed Carry Licenses should be submitted to CPU. Licenses should not be retained in the Form 527E, Case Investigation Jacket, or in personal case jackets if a Form 527E is not required.
 - d. Found Concealed Carry Licenses will be processed as found property per CPU's current SOP.

T. Safes, Bicycles, and Large Evidence

1. Take the property directly to the CPU during normal business hours.

U. Fraudulent Checks

1. Fraudulent checks are maintained in secure case jackets by the assigned Financial Crimes Squad or district investigator and are not delivered to CPU.
2. Enter checks received into the Check Complaint Book maintained by the Financial Crimes Squad. Entries will consist of the:
 - a. Complainant's name and address
 - b. Suspect's name
 - c. Charge
 - d. Assigned investigator
 - e. Amount of the check
 - f. Date received
3. Checks remain a part of the file and will not be disposed of after the court action.

V. Fraudulent Prescriptions

1. Fraudulent prescriptions are maintained in secure case jackets by assigned Special Investigations Section investigators and are not delivered to CPU.
2. Provide pharmacies with a Form 328, Prescription Receipt Form, (pharmacy - top copy, case jacket - bottom copy) for prescriptions kept as evidence.
3. Prescriptions remain a part of the file and are not disposed of after the court action.

W. Evidence suspected of containing bed bugs

1. Collect and package the evidence in accordance to the Investigation Manual, 2.4.0, and the Forensics Manual. Completely seal all openings with packing tape (evidence tape may not thoroughly hold). Proper collection and packaging techniques will properly contain bed bugs to prevent escape.
2. Process the evidence outdoors when possible.
3. Line work area with plastic sheeting.
4. Upon completion, carefully fold the plastic and dispose of by placing and tightly sealing in a plastic bag/garbage bag. Place this bag in another tightly sealed plastic bag/garbage bag for disposal.
5. Clearly indicate on the outside of the property envelope/bag that the evidence may contain bed bugs.

X. Status of Property Items

1. When property is being held as evidence, the CPU clerk will initiate a disposition order. The clerk will forward the orders to the responsible officer's commander.
2. The district/section/unit commander will ensure the responsible officer completes the disposition order and returns it to CPU within 14 days.
 - a. Officers requesting evidence be held for a longer period of time must provide a written explanation as to why the evidence needs to continue to be held.
3. Officers should consult and be aware of the statute of limitations for offenses as outlined in the Ohio Revised Code 2901.13, Limitations of Prosecution, when completing disposition orders.
 - a. Limitation for prosecution of a felony is six years.
 - 1) The following felony offenses have no statute of limitations:
 - a) 2903.01, Aggravated Murder
 - b) 2903.02, Murder
 - 2) The following have an extended statute of limitations of twenty years:
 - a) 2903.03, Voluntary Manslaughter
 - b) 2903.04, Involuntary Manslaughter
 - c) 2905.01, Kidnapping
 - d) 2907.02, Rape
 - e) 2907.03, Sexual Battery
 - f) 2907.04, Unlawful Sexual Conduct with a Minor
 - g) 2907.05, Gross Sexual Imposition
 - h) 2907.21, Compelling Prostitution
 - i) 2909.02, Aggravated Arson
 - j) 2909.23, Making Terroristic Threat
 - k) 2911.01, Aggravated Robbery
 - l) 2911.02, Robbery
 - m) 2911.11, Aggravated Burglary
 - n) 2911.12, Burglary
 - o) 2903.11, Felonious Assault (If victim is a peace officer)

- p) 2903.12, Aggravated Assault (If victim is a peace officer)
 - q) 2903.13, Assault (If a felony or violation of former 2907.12 section as it defined sexual penetration)
 - r) 2923.01, Conspiracy (conspiracy to commit any of the above)
- b. Limitation for prosecution of a misdemeanor is two years.
- c. Limitation for prosecution of a minor misdemeanor is six months.
- 4. Retention of biological evidence:
 - a. Biological evidence must be retained for the following crimes:
 - 1) 2903.01, Aggravated Murder
 - 2) 2903.02, Murder
 - 3) 2903.03, Voluntary Manslaughter
 - 4) 2903.04, Involuntary Manslaughter (Felony of the first or second degree)
 - 5) 2903.06, Aggravated Vehicular Homicide, Vehicular Homicide, Vehicular Manslaughter (Felony of the first or second degree)
 - 6) 2907.02, Rape
 - 7) 2907.03, Sexual Battery
 - 8) 2907.05(A)(4) or (B), Gross Sexual Imposition
 - 9) Attempt to commit a violation of 2907.02, Rape
 - b. Biological evidence will be retained for the period of time the offense or act **remains unsolved** for the following offenses:
 - 1) 2903.01, Aggravated Murder
 - 2) 2903.02, Murder
 - c. Biological evidence will be retained for thirty years for the following offenses if the offense or act **remains unsolved**:
 - 1) 2903.03, Voluntary Manslaughter
 - 2) 2903.04, Involuntary Manslaughter (Felony of the first or second degree)
 - 3) 2903.06, Aggravated Vehicular Homicide, Vehicular Homicide, Vehicular Manslaughter (Felony of the first or second degree)
 - 4) 2907.02, Rape
 - 5) 2907.03, Sexual Battery

- 6) 2907.05(A) (4) or (B), Gross Sexual Imposition
- 7) Attempt to commit a violation of 2907.02, Rape
- d. Biological evidence will be retained in cases where a person is **convicted** or pleads guilty of one of the offenses listed in X.4.a. of this procedure for 30 years or until the expiration of the latest period of time that the person is:
 - 1) Incarcerated
 - 2) Under community control sanction
 - 3) Under any order of disposition for the offense
 - 4) Under judicial or supervised release for the offense
 - 5) On probation or parole for the offense
 - 6) Under post-release control for the offense
 - 7) Involved in civil litigation or subject to registration
- e. Biological evidence can be disposed of prior to the expiration of listed time periods under two circumstances:
 - 1) When an offender is **found guilty** of one of the offenses listed in X.4.a. of this procedure:
 - a) A written notice of intent to dispose of the biological evidence must be provided to the following by certified mail:
 - 1] The offender
 - 2] The attorney of record for the offender
 - 3] The Ohio public defender
 - 4] The county prosecutor
 - 5] The Ohio Attorney General
 - b) When there is no response received after one year, the biological evidence may be disposed of.
 - c) The biological evidence will be retained if any of the listed parties requests its retention.
 - 2) When an offender **pleads guilty or no contest** to one of the offenses listed in X.4.a. of this procedure, biological evidence can be destroyed five years after the plea and any appeals from the plea have been exhausted, unless the offender requests retention and a court finds good cause to retain the evidence.

Y. Reassignment of Responsible Officer

1. Once an investigator is assigned a case, any previous evidence submitted to CPU belonging to the case must be transferred into the newly assigned investigator's name.
 - a. The newly assigned investigator will contact CPU and provide the property ACE number(s) in order to have the property reassigned. If the ACE number is unknown, CPU can query by the suspect name or submitting officer's name.
 - b. Whenever a submitting officer or initial investigating officer receives a disposition order from CPU regarding evidence previously assigned to them, they must document the newly assigned investigator's name on the disposition order and return it to CPU.
2. When Personnel Section is given notice an officer is leaving the Cincinnati Police Department, they will advise CPU.
 - a. CPU will query all evidence assigned to the departing officer and send disposition orders to the officer's unit commander or their designee, who will ensure the officer completes the disposition orders.
 - 1) The officer's immediate supervisor will coordinate the status of evidence responses with the officer and approve the disposition orders.
 - a) If the evidence needs to continue to be held, the officer will, if possible, identify a new responsible officer for the evidence and return the disposition order with the new responsible officer clearly marked.
 - b) If an officer is terminated or leaves prior to the arrival of the disposition orders, the unit commander or their designee will determine a new responsible officer for evidence that still needs to be held in connection with reportable offenses.

PHYSICAL FITNESS PROGRAM


Tier 1 Health	Tier 2 Health 1 SILVER STAR	Tier 3 Health 1 GOLD STAR	Tier 4 Health 2 GOLD STARS	Tier 5 Health 3 GOLD STARS	Tier 6 Health 4 GOLD STARS
<p>*Complete Tier 1 Healthy Lifestyles requirements.</p> <p style="text-align: center;"><u>AND</u></p> <p>Join the Biggest Loser Program and have 5 % weight loss (6 Months)</p> <p>Requires initial weigh-in and verification with Academy Staff</p>	<p>**Complete Tier 2 Healthy Lifestyles requirements.</p> <p style="text-align: center;"><u>AND</u></p> <p>Successfully complete Tier 2 Fitness Standards</p> <p style="text-align: center;"><u>OR</u></p> <p>Join the Biggest Loser Program and obtain a 10% weight loss in (6 Months)</p> <p>May Require initial weigh-in and verification with Academy Staff</p>	<p>**Complete Tier 3 Healthy Lifestyles requirements.</p> <p style="text-align: center;"><u>AND</u></p> <p>Successfully complete Tier 3 Fitness Standards.</p> <p>No requirement of Biggest Loser Program</p>	<p>**Complete Tier 4 Healthy Lifestyle requirements.</p> <p style="text-align: center;"><u>AND</u></p> <p>Successfully complete Tier 4 Fitness Standards.</p> <p>No requirement of Biggest Loser Program</p>	<p>**Complete Tier 5 Healthy Lifestyle requirements</p> <p style="text-align: center;"><u>AND</u></p> <p>Successfully complete Tier 5 Fitness Standards.</p> <p>No requirement of Biggest Loser Program</p>	<p>**Complete Tier 6 Healthy Lifestyle requirements</p> <p style="text-align: center;"><u>AND</u></p> <p>Successfully complete Tier 6 Fitness Standards.</p> <p>No requirement of Biggest Loser Program</p>
	Ribbon with 1 Silver Star to be worn on the uniform	Ribbon with 1 Gold Star to be worn on the uniform	Ribbon with 2 Gold Stars to be worn on the uniform	Ribbon with 3 Gold Stars to be worn on the uniform	Ribbon with 4 Gold Stars to be worn on the uniform

<u>*Healthy Lifestyle requirements for Tier 1:</u>	<u>**Healthy Lifestyle requirements for Tiers 2 - 6:</u>
1) Join Healthy Lifestyles 2) Complete the PHA (\$75) 3) BIO Screening (\$70-\$350) 4) Biggest Loser Program (\$25)	1) Join Healthy Lifestyles 2) Complete the PHA (\$75) 3) BIO Screening (\$70-\$350) 4) Submit one Healthy Lifestyle Fitness Log. (\$25) or Biggest Loser Program (\$25) option for Tier 2 only

(01/29/2015)

(01/29/2015)	1 SILVER STAR (20 TH PERCENTILE)		1 GOLD STAR (40 TH PERCENTILE)		2 GOLD STARS (60 TH PERCENTILE)		3 GOLD STARS (80 TH PERCENTILE)		4 GOLD STARS (95 TH PERCENTILE)	
	M (21-29)	F (21-29)	M (21-29)	F (21-29)	M (21-29)	F (21-29)	M (21-29)	F (21-29)	M (21-29)	F (21-29)
SIT UP (1MIN)	33	24	38	32	42	38	47	44	55	51
PUSH UPS (1 MIN)	22	10	29	15	37	21	47	28	62	42
BENCH PRESS (1 REP)	88%	51%	99%	59%	114%	70%	132%	80%	165%	101%
1.5 MILE RUN	13:58	17:11	12:29	15:05	11:27	13:25	10:08	11:56	9:10	10:20
3 MILE WALK	46:00	48:00	46:00	48:00	42:00	44:00	38:30	40:30	34:00	36:00
300 METER SPRINT	1:06	1:18	:59	1:11	:54	1:01	:50	:58	:46	:54.3
6.2 MILE STATIONARY BIKE	27:12	28:19	24:30	25:30	22:03	22:57	19:50	20:39	17:52	18:35
	M (30-39)	F (30-39)	M (30-39)	F (30-39)	M (30-39)	F (30-39)	M (30-39)	F (30-39)	M (30-39)	F (30-39)
SIT UP (1MIN)	30	20	35	25	39	29	43	35	51	42
PUSH UPS (1MIN)	17	8	24	11	30	15	39	23	52	40
BENCH PRESS (1 REP)	78%	47%	88%	53%	98%	60%	112%	70%	135%	82%
1.5 MILE RUN	14:33	18:18	12:53	15:56	11:49	14:33	10:38	12:53	9:31	11:08
3 MILE WALK	49:00	51:00	49:00	51:00	44:30	46:30	40:00	42:00	35:00	37:30
300 METER SPRINT	1:08	1:26	1:01	1:19	:55	1:11	:51	1:06	:46.1	:56.5
6.2 MILE STATIONARYBIKE	28:19	29:25	25:30	26:30	22:57	23:51	20:39	21:27	18:35	19:18
	M(40-49)	F (40-49)	M (40-49)	F (40-49)	M (40-49)	F (40-49)	M (40-49)	F (40-49)	M (40-49)	F (40-49)
SIT UP (1MIN)	24	14	29	20	34	24	39	29	47	38
PUSH UPS (1MIN)	11	6	18	9	24	13	30	15	40	20
BENCH PRESS (1 REP)	72%	43%	80%	50%	88%	54%	100%	62%	120%	77%
1.5 MILE RUN	15:32	19:43	13:50	17:11	12:25	15:17	11:09	13:38	9:47	11:35
3 MILE WALK	52:00	54:00	52:00	54:00	47:00	49:00	42:00	44:00	36:30	39:00
300 METER SPRINT	1:23	1:50	1:12	1:34	1:04	1:19	:57	1:12	:52	1:05
6.2 MILE STATIONARY BIKE	29:58	31:05	27:00	28:00	24:18	25:12	21:58	22:41	19:40	20:25
	M (50-59)	F (50-59)	M (50-59)	F (50-59)	M (50-59)	F (50-59)	M (50-59)	F (50-59)	M (50-59)	F (50-59)
SIT UP (1MIN)	19	10	24	14	28	20	35	24	43	30
PUSH UPS (1MIN)	9	4 (Modified)	13	7 (Modified)	19	9 (Modified)	25	12 (Modified)	39	15 (Modified)
BENCH PRESS (1 REP)	63%	39%	71%	44%	79%	48%	90%	55%	105%	68%
1.5 MILE RUN	17:30	21:57	15:24	19:10	13:53	17:19	12:08	15:14	10:27	13:16
3 MILE WALK	55:00	57:00	55:00	57:00	50:00	52:00	45:00	47:00	39:00	42:00
300 METER SPRINT	1:35	2:15	1:23	1:50	1:14	1:29	1 :06	1:18	:58	1:10
6.2 MILE STATIONARY BIKE	33:18	35:31	30:00	32:00	27:00	28:48	24:18	25:55	21:52	23:20
	M (60+)	F (60+)	M (60+)	F (60+)	M (60+)	F (60+)	M (60+)	F (60+)	M (60+)	F (60+)
SIT UP (1MIN)	15	3	19	6	22	11	30	17	39	28
PUSH UPS (1MIN)	6	2 (Modified)	10	4 (Modified)	18	8 (Modified)	23	10 (Modified)	28	13 (Modified)
BENCH PRESS (1 REP)	57%	39%	65%	43%	72%	46%	82%	54%	94%	62%
1.5 MILE RUN	20:13	23:55	17:19	20:55	15:20	18:52	13:25	16:46	11:20	14:28
3 MILE WALK	60:00	63:00	57:00	60:00	53:00	55:00	48:00	50:00	42:00	45:00
300 METER SPRINT	1:50	2:40	1:35	2:15	1:25	1:40	1:17	1:24	1:09	1:15
6.2 MILE STATIONARY BIKE	35:31	37:45	32:00	34:00	28:48	30:36	25:55	27:32	23:20	24:47



<div>POPULATION: 296,943</div> <div>AREA: 77 SQ. MILES</div> <div>2013 VIOLENT CRIMES PER 1000: 8.9</div> <div>2013 PART I CRIMES PER 1000: 68.2</div>				<div>CHIEF OF POLICE</div> <div></div> <div>POLICE CHIEF</div> <div>JEFFREY BLACKWELL</div>			TOTAL SWORN PERSONNEL						
							GENDER			RACE			
										WHITE	BLACK	OTHER	TOTAL
							MALE	784	77.1%	521	238	25	784
							% of Total Males			66.5%	30.4%	3.2%	
							FEMALE	233	22.9%	158	72	3	233
							% of Total Females			67.8%	30.9%	1.3%	
							TOTAL	1017		679	310	28	1017
							% of Total Sworn			66.8%	30.5%	2.8%	
Total Sworn in Districts			641										
% of Total Sworn in Districts			63.0%				Source: Personnel Unit						
CRIME STATISTICS for week ending 01/24/2015													
VIOLENT CRIMES	12/28/14 TO 01/24/15	11/30/14 TO 12/27/14	% CHANGE	11/30/14 TO 12/27/14	11/02/14 TO 11/29/14	% CHANGE	YTD 2015	YTD 2014	% CHANGE	YTD 2015	3 YEAR AVERAGE	% CHANGE	
HOMICIDE*	3	3	0%	3	3	0%	3	8	-63%	3	5	-40%	
RAPE	14	19	-26%	19	13	46%	10	15	-33%	10	16	-39%	
ROBBERY	127	90	41%	90	120	-25%	96	87	10%	96	114	-16%	
AGGRAVATED ASSAULTS	35	50	-30%	50	42	19%	29	29	0%	29	45	-36%	
TOTAL VIOLENT	179	162	10%	162	178	-9%	138	139	-1%	138	181	-24%	
PROPERTY CRIMES	12/28/14 TO 01/24/15	11/30/14 TO 12/27/14	% CHANGE	11/30/14 TO 12/27/14	11/02/14 TO 11/29/14	% CHANGE	YTD 2015	YTD 2014	% CHANGE	YTD 2015	3 YEAR AVERAGE	% CHANGE	
BURGLARY/B&E	314	360	-13%	360	383	-6%	268	301	-11%	268	377	-29%	
THEFT FROM AUTO	318	290	10%	290	315	-8%	278	139	100%	278	189	47%	
PERSONAL/OTHER THEFT**	542	577	-6%	577	515	12%	464	382	21%	464	433	7%	
AUTO THEFT	125	117	7%	117	85	38%	108	87	24%	108	80	34%	
TOTAL PROPERTY	1299	1344	-3%	1344	1298	4%	1118	909	23%	1118	1080	4%	
TOTAL PART 1	1478	1506	-2%	1506	1476	2%	1256	1048	20%	1256	1260	0%	

ARREST STATISTICS for week ending 01/24/2015													
ARRESTS	12/28/14 TO 01/24/15	11/30/14 TO 12/27/14	% CHANGE	11/30/14 TO 12/27/14	11/02/14 TO 11/29/14	% CHANGE	YTD 2015	YTD 2014	% CHANGE	YTD 2015	3 YEAR AVERAGE	% CHANGE	
HOMICIDE	3	4	-25%	4	5	-20%	3	3	0%	3	2	29%	
RAPE	0	2	-100%	2	0	N/C	0	0	N/C	0	4	-100%	
ROBBERY	41	30	37%	30	31	-3%	37	31	19%	37	36	4%	
AGGRAVATED ASSAULTS	22	20	10%	20	27	-26%	16	14	14%	16	25	-36%	
BURGLARY	57	34	68%	34	49	-31%	50	38	32%	50	51	-3%	
THEFT	167	153	9%	153	190	-19%	153	147	4%	153	169	-9%	
AUTO THEFT	13	12	8%	12	17	-29%	13	15	-13%	13	14	-9%	
TOTAL VIOLENT	66	56	18%	56	63	-11%	56	48	17%	56	67	-16%	
TOTAL PART 1	303	255	19%	255	319	-20%	272	248	10%	272	301	-10%	

*Homicide statistics are counts by victims and do not include police interventions nor vehicular homicides.

N/C - Not Calculable

** Includes unauthorized use of a motor vehicle

Statistics based on the report date of the crime or arrest. Crime statistics are incident based, meaning each offense in an incident is counted. Arrest statistics are based on charges, meaning each charge in an arrest is counted. Auto Theft does not include Unauthorized Use (no consent by owner)

**Persons Shot
City-Wide**



12/28/2014 - 01/24/2015

Previous 28 Days from Today in:					Change	Change	
29-Jan	0	2012	2013	2014	2015	13-15	14-15
District 1		7	3	2	4	33.3%	100.0%
District 2		4	5	3	1	-80.0%	-66.7%
District 3		12	7	8	8	14.3%	N/C
District 4		9	7	12	4	-42.9%	-66.7%
District 5		4	5	0	3	-40.0%	↑ 3
District C		0	1	0	0	↓ 1	N/C
Citywide		36	28	25	20	-28.6%	-20.0%

YTD (victim count)					Change	Change	
29-Jan	0	2012	2013	2014	2015	13-15	14-15
District 1		7	3	2	4	33.3%	100.0%
District 2		4	4	3	1	-75.0%	-66.7%
District 3		11	6	8	8	33.3%	N/C
District 4		9	7	12	4	-42.9%	-66.7%
District 5		4	5	0	3	-40.0%	↑ 3
District C		0	1	0	0	↓ 1	N/C
Citywide		35	26	25	20	-23.1%	-20.0%



<div>CHIEF OF POLICE</div> <div></div> <div>POLICE CHIEF JEFFREY BLACKWELL</div>	<div></div> <div>AREA: 4.5 SQ. MILES</div>	<div>DISTRICT 1 CAPTAIN</div> <div></div> <div>MICHAEL JOHN</div>	<table><tr><th colspan="8">DISTRICT 1 SWORN PERSONNEL</th></tr><tr><th colspan="3">GENDER</th><th colspan="4">RACE</th><th></th></tr><tr><th></th><th></th><th></th><th>WHITE</th><th>BLACK</th><th>OTHER</th><th></th><th>TOTAL</th></tr><tr><td>MALE</td><td>79</td><td>90.8%</td><td>51</td><td>26</td><td>2</td><td></td><td>79</td></tr><tr><td>% of Total Males</td><td></td><td></td><td>64.6%</td><td>32.9%</td><td>2.5%</td><td></td><td></td></tr><tr><td>FEMALE</td><td>8</td><td>9.2%</td><td>4</td><td>3</td><td>1</td><td></td><td>8</td></tr><tr><td>% of Total Females</td><td></td><td></td><td>50.0%</td><td>37.5%</td><td>12.5%</td><td></td><td></td></tr><tr><td>TOTAL</td><td>87</td><td></td><td>55</td><td>29</td><td>3</td><td></td><td>87</td></tr><tr><td>% of Total Sworn</td><td></td><td></td><td>63.2%</td><td>33.3%</td><td>3.4%</td><td></td><td></td></tr><tr><td colspan="3"></td><td colspan="5">Source: Personnel Unit</td></tr></table>	DISTRICT 1 SWORN PERSONNEL								GENDER			RACE								WHITE	BLACK	OTHER		TOTAL	MALE	79	90.8%	51	26	2		79	% of Total Males			64.6%	32.9%	2.5%			FEMALE	8	9.2%	4	3	1		8	% of Total Females			50.0%	37.5%	12.5%			TOTAL	87		55	29	3		87	% of Total Sworn			63.2%	33.3%	3.4%						Source: Personnel Unit				
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CRIME STATISTICS for week ending 01/24/2015												
	12/28/14 TO 01/24/15	11/30/14 TO 12/27/14	% CHANGE	11/30/14 TO 12/27/14	11/02/14 TO 11/29/14	% CHANGE	YTD 2015	YTD 2014	% CHANGE	YTD 2015	3 YEAR AVERAGE	% CHANGE
VIOLENT CRIMES												
HOMICIDE*	1	0	N/C	0	0	N/C	1	1	0%	1	0	N/C
RAPE	1	2	-50%	2	0	N/C	1	3	-67%	1	2	-50%
ROBBERY	24	14	71%	14	12	17%	20	12	67%	20	17	15%
AGGRAVATED ASSAULTS	5	7	-29%	7	3	133%	5	4	25%	5	6	-17%
TOTAL VIOLENT	31	23	35%	23	15	53%	27	20	35%	27	25	7%
PROPERTY CRIMES												
BURGLARY/B&E	15	17	-12%	17	20	-15%	13	10	30%	13	21	-38%
THEFT FROM AUTO	23	32	-28%	32	46	-30%	17	17	0%	17	21	-18%
PERSONAL/OTHER THEFT**	50	44	14%	44	43	2%	41	23	78%	41	30	37%
AUTO THEFT	8	10	-20%	10	6	67%	7	8	-13%	7	8	-13%
TOTAL PROPERTY	96	103	-7%	103	115	-10%	78	58	34%	78	80	-2%
TOTAL PART 1	127	126	1%	126	130	-3%	105	78	35%	105	105	0%

N/C - Not Calculable

REPEAT CFS LOCATIONS for week ending 01/24/2015			
TYPE	FIRST	SECOND	THIRD
MULTI-FAMILY	400 W 9TH ST / TOTAL OF 26	416 W 9TH ST / TOTAL OF 13	1621 LINN ST / TOTAL OF 12
SINGLE FAMILY	821 BANK ST / TOTAL OF 3	1215 REPUBLIC ST / TOTAL OF 3	817 LIVINGSTON ST / TOTAL OF 2
COMMERCIAL	30 E LIBERTY ST / TOTAL OF 18	1400 VINE ST / TOTAL OF 11	1420 VINE ST / TOTAL OF 11

*Homicide statistics are counts by victims and do not include police interventions nor vehicular homicides.

**There are arrests that currently do not receive district values: 37 for last 28 days, 13 for previous 28 days, 59 for earlier 28 days, 34 for 2011 YTD, 38 for 2010 YTD, and 57 for 2009 YTD

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CHIEF OF POLICE



POLICE CHIEF

JEFFREY BLACKWELL



AREA: 24.9 SQ. MILES

DISTRICT 2 CAPTAIN



JEFFREY BUTLER, JR

DISTRICT 2 SWORN PERSONNEL

GENDER			RACE			
			WHITE	BLACK	OTHER	TOTAL
MALE	81	76.4%	51	25	5	81
% of Total Males			63.0%	30.9%	6.2%	
FEMALE	25	23.6%	19	5	1	25
% of Total Females			76.0%	20.0%	4.0%	
TOTAL	106		70	30	6	106
% of Total Sworn			66.0%	28.3%	5.7%	

Source: Personnel Unit

CRIME STATISTICS for week ending 01/24/2015												
	12/28/14 TO 01/24/15	11/30/14 TO 12/27/14	% CHANGE	11/30/14 TO 12/27/14	11/02/14 TO 11/29/14	% CHANGE	YTD 2015	YTD 2014	% CHANGE	YTD 2015	3 YEAR AVERAGE	% CHANGE
VIOLENT CRIMES												
HOMICIDE*	0	0	N/C	0	0	N/C	0	1	-100%	0	1	-100%
RAPE	0	1	-100%	1	0	N/C	0	2	-100%	0	2	-100%
ROBBERY	12	4	200%	4	15	-73%	10	8	25%	10	9	15%
AGGRAVATED ASSAULTS	3	1	200%	1	4	-75%	3	1	200%	3	3	13%
TOTAL VIOLENT	15	6	150%	6	19	-68%	13	12	8%	13	15	-11%
PROPERTY CRIMES												
BURGLARY/B&E	49	52	-6%	52	55	-5%	40	59	-32%	40	78	-49%
THEFT FROM AUTO	69	56	23%	56	34	65%	60	31	94%	60	37	62%
PERSONAL/OTHER THEFT**	75	114	-34%	114	77	48%	68	57	19%	68	75	-9%
AUTO THEFT	16	18	-11%	18	9	100%	12	6	100%	12	11	13%
TOTAL PROPERTY	209	240	-13%	240	175	37%	180	153	18%	180	200	-10%
TOTAL PART 1	224	246	-9%	246	194	27%	193	165	17%	193	215	-10%

N/C - Not Calculable

REPEAT CFS LOCATIONS for week ending 01/24/2015			
TYPE	FIRST	SECOND	THIRD
MULTI-FAMILY	1815 HEWITT AV / TOTAL OF 12	2538 HACKBERRY ST / TOTAL OF 8	1222 WILLIAM HOWARD TAFT RD / TOTAL OF 7
SINGLE FAMILY	2715 CYPRESS WY / TOTAL OF 4	1552 BLAIR AV / TOTAL OF 3	5424 WARD ST / TOTAL OF 3
COMMERCIAL	4825 MARBURG AV / TOTAL OF 14	3250 VICTORY PY / TOTAL OF 13	3641 MONTGOMERY RD / TOTAL OF 9

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CHIEF OF POLICE



POLICE CHIEF

JEFFREY BLACKWELL



AREA: 20 SQ. MILES

DISTRICT 3 CAPTAIN



DANIEL GERARD

DISTRICT 3 SWORN PERSONNEL

GENDER			RACE			
			WHITE	BLACK	OTHER	TOTAL
MALE	121	79.6%	86	30	5	121
% of Total Males			71.1%	24.8%	4.1%	
FEMALE	31	20.4%	24	7	0	31
% of Total Females			77.4%	22.6%	0.0%	
TOTAL	152		110	37	5	152
% of Total Sworn			72.4%	24.3%	3.3%	

Source: Personnel Unit

CRIME STATISTICS for week ending 01/24/2015												
	12/28/14 TO 01/24/15	11/30/14 TO 12/27/14	% CHANGE	11/30/14 TO 12/27/14	11/02/14 TO 11/29/14	% CHANGE	YTD 2015	YTD 2014	% CHANGE	YTD 2015	3 YEAR AVERAGE	% CHANGE
VIOLENT CRIMES												
HOMICIDE*	0	2	-100%	2	1	100%	0	2	-100%	0	1	-100%
RAPE	6	6	0%	6	2	200%	4	6	-33%	4	5	-14%
ROBBERY	36	22	64%	22	38	-42%	31	18	72%	31	27	13%
AGGRAVATED ASSAULTS	10	17	-41%	17	13	31%	8	10	-20%	8	13	-38%
TOTAL VIOLENT	52	47	11%	47	54	-13%	43	36	19%	43	46	-7%
PROPERTY CRIMES												
BURGLARY/B&E	136	142	-4%	142	129	10%	117	111	5%	117	121	-4%
THEFT FROM AUTO	97	92	5%	92	82	12%	89	25	256%	89	41	119%
PERSONAL/OTHER THEFT**	176	177	-1%	177	172	3%	147	142	4%	147	136	8%
AUTO THEFT	49	53	-8%	53	39	36%	40	30	33%	40	26	56%
TOTAL PROPERTY	458	464	-1%	464	422	10%	393	308	28%	393	323	22%
TOTAL PART 1	510	511	0%	511	476	7%	436	344	27%	436	370	18%

N/C - Not Calculable

REPEAT CFS LOCATIONS for week ending 01/24/2015			
TYPE	FIRST	SECOND	THIRD
MULTI-FAMILY	2000 WESTWOOD NORTHERN BV / TOTAL OF 39	2400 HARRISON AV / TOTAL OF 36	3222 MOOSEWOOD AV / TOTAL OF 33
SINGLE FAMILY	3825 HERRON AV / TOTAL OF 10	1020 STURM ST / TOTAL OF 7	1275 SLIKER AV / TOTAL OF 6
COMMERCIAL	2322 FERGUSON RD / TOTAL OF 38	6000 GLENWAY AV / TOTAL OF 21	3609 WARSAW AV / TOTAL OF 15

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CHIEF OF POLICE



POLICE CHIEF
JEFFREY BLACKWELL



AREA: 11.7 SQ. MILES

DISTRICT 4 CAPTAIN



MARIS HEROLD

DISTRICT 4 SWORN PERSONNEL

GENDER			RACE			
			WHITE	BLACK	OTHER	TOTAL
MALE	94	74.6%	57	37	0	94
% of Total Males			60.6%	39.4%	0.0%	
FEMALE	32	25.4%	17	15	0	32
% of Total Females			53.1%	46.9%	0.0%	
TOTAL	126		74	52	0	126
% of Total Sworn			58.7%	41.3%	0.0%	

Source: Personnel Unit

CRIME STATISTICS for week ending 01/24/2015

	12/28/14 TO 01/24/15	11/30/14 TO 12/27/14	% CHANGE	11/30/14 TO 12/27/14	11/02/14 TO 11/29/14	% CHANGE	YTD 2015	YTD 2014	% CHANGE	YTD 2015	3 YEAR AVERAGE	% CHANGE
VIOLENT CRIMES												
HOMICIDE*	2	0	N/C	0	2	-100%	2	4	-50%	2	2	-14%
RAPE	6	3	100%	3	6	-50%	5	2	150%	5	4	36%
ROBBERY	32	27	19%	27	35	-23%	23	28	-18%	23	29	-22%
AGGRAVATED ASSAULTS	13	14	-7%	14	12	17%	12	8	50%	12	12	-3%
TOTAL VIOLENT	53	44	20%	44	55	-20%	42	42	0%	42	48	-12%
PROPERTY CRIMES												
BURGLARY/B&E	58	73	-21%	73	78	-6%	49	59	-17%	49	68	-28%
THEFT FROM AUTO	42	34	24%	34	49	-31%	36	25	44%	36	34	7%
PERSONAL/OTHER THEFT**	113	104	9%	104	102	2%	98	62	58%	98	82	20%
AUTO THEFT	27	18	50%	18	16	13%	26	27	-4%	26	22	18%
TOTAL PROPERTY	240	229	5%	229	245	-7%	209	173	21%	209	205	2%
TOTAL PART 1	293	273	7%	273	300	-9%	251	215	17%	251	253	-1%

N/C - Not Calculable

REPEAT CFS LOCATIONS for week ending 01/24/2015

TYPE	FIRST	SECOND	THIRD
MULTI-FAMILY	3652 READING RD / TOTAL OF 25	2525 VICTORY PY / TOTAL OF 23	518 HALE AV / TOTAL OF 19
SINGLE FAMILY	1119 YALE AV / TOTAL OF 5	1865 LAWN AV / TOTAL OF 4	136 DORCHESTER AV / TOTAL OF 4
COMMERCIAL	2607 VICTORY PY / TOTAL OF 24	3030 BURNET AV / TOTAL OF 24	2139 AUBURN AV / TOTAL OF 23

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CHIEF OF POLICE



POLICE CHIEF

JEFFREY BLACKWELL



AREA: 18 SQ. MILES

DISTRICT 5 CAPTAIN



BRIDGET BARDUA

DISTRICT 5 SWORN PERSONNEL

GENDER			RACE			
			WHITE	BLACK	OTHER	TOTAL
MALE	105	83.3%	65	40	0	105
% of Total Males			61.9%	38.1%	0.0%	
FEMALE	21	16.7%	12	9	0	21
% of Total Females			57.1%	42.9%	0.0%	
TOTAL	126		77	49	0	126
% of Total Sworn			61.1%	38.9%	0.0%	

Source: Personnel Unit

CRIME STATISTICS for week ending 01/24/2015

	12/28/14 TO 01/24/15	11/30/14 TO 12/27/14	% CHANGE	11/30/14 TO 12/27/14	11/02/14 TO 11/29/14	% CHANGE	YTD 2015	YTD 2014	% CHANGE	YTD 2015	3 YEAR AVERAGE	% CHANGE
VIOLENT CRIMES												
HOMICIDE*	0	0	N/C	0	0	N/C	0	0	N/C	0	1	-100%
RAPE	1	7	-86%	7	3	133%	0	2	-100%	0	3	-100%
ROBBERY	21	23	-9%	23	15	53%	12	19	-37%	12	25	-51%
AGGRAVATED ASSAULTS	4	11	-64%	11	10	10%	1	4	-75%	1	9	-88%
TOTAL VIOLENT	26	41	-37%	41	28	46%	13	25	-48%	13	37	-65%
PROPERTY CRIMES												
BURGLARY/B&E	54	74	-27%	74	96	-23%	47	57	-18%	47	83	-43%
THEFT FROM AUTO	69	60	15%	60	75	-20%	61	31	97%	61	37	65%
PERSONAL/OTHER THEFT**	87	95	-8%	95	79	20%	78	69	13%	78	79	-1%
AUTO THEFT	25	16	56%	16	15	7%	23	12	92%	23	11	109%
TOTAL PROPERTY	235	245	-4%	245	265	-8%	209	169	24%	209	210	0%
TOTAL PART 1	261	286	-9%	286	293	-2%	222	194	14%	222	247	-10%

N/C - Not Calculable

REPEAT CFS LOCATIONS for week ending 01/24/2015




TYPE	FIRST	SECOND	THIRD
MULTI-FAMILY	1628 LINDEN DR / TOTAL OF 16	6020 LANTANA AV / TOTAL OF 11	5376 BAHAMA TE / TOTAL OF 11
SINGLE FAMILY	1180 ATWOOD AV / TOTAL OF 5	1160 LIVEOAK CT / TOTAL OF 5	1605 N DIXON CR / TOTAL OF 5
COMMERCIAL	3425 SPRING GROVE AV / TOTAL OF 21	5851 HAMILTON AV / TOTAL OF 12	2568 W NORTH BEND RD / TOTAL OF 10

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<div>CHIEF OF POLICE</div> <div></div> <div>POLICE CHIEF JEFFREY BLACKWELL</div>		<div></div> <div>AREA: 1 SQ. MILE</div>		<div>CBS CAPTAIN</div> <div></div> <div>MICHAEL NEVILLE</div>		CBS SWORN PERSONNEL							
						GENDER			RACE				
									WHITE	BLACK	OTHER		TOTAL
						MALE	35	79.5%	26	8	1		35
						% of Total Males			74.3%	22.9%	2.9%		
						FEMALE	9	20.5%	7	2	0		9
						% of Total Females			77.8%	22.2%	0.0%		
										Source: Personnel Unit			
CRIME STATISTICS for week ending 01/24/2015													
VIOLENT CRIMES	12/28/14 TO 01/24/15	11/30/14 TO 12/27/14	% CHANGE	11/30/14 TO 12/27/14	11/02/14 TO 11/29/14	% CHANGE	YTD 2015	YTD 2014	% CHANGE	YTD 2015	3 YEAR AVERAGE	% CHANGE	
HOMICIDE*	0	1	-100%	1	0	N/C	0	0	N/C	0	N/C	N/C	
RAPE	0	0	N/C	0	2	-100%	0	0	N/C	0	2	-100%	
ROBBERY	2	0	N/C	0	5	-100%	0	2	-100%	0	6	-100%	
AGGRAVATED ASSAULTS	0	0	N/C	0	0	N/C	0	2	-100%	0	3	-100%	
TOTAL VIOLENT	2	1	100%	1	7	-86%	0	4	-100%	0	11	-100%	
PROPERTY CRIMES	12/28/14 TO 01/24/15	11/30/14 TO 12/27/14	% CHANGE	11/30/14 TO 12/27/14	11/02/14 TO 11/29/14	% CHANGE	YTD 2015	YTD 2014	% CHANGE	YTD 2015	3 YEAR AVERAGE	% CHANGE	
BURGLARY/B&E	2	2	0%	2	5	-60%	2	5	-60%	2	6	-65%	
THEFT FROM AUTO	18	16	13%	16	28	-43%	15	9	67%	15	20	-25%	
PERSONAL/OTHER THEFT**	41	43	-5%	43	42	2%	32	29	10%	32	32	-1%	
AUTO THEFT	1	2	-50%	2	0	N/C	2	4	-50%	2	5	-56%	
TOTAL PROPERTY	62	63	-2%	63	75	-16%	51	47	9%	51	63	-18%	
TOTAL PART 1	64	64	0%	64	82	-22%	51	51	0%	51	74	-31%	

REPEAT CFS LOCATIONS for week ending 01/24/2015			
TYPE	FIRST	SECOND	THIRD
MULTI-FAMILY	231 W 4TH ST / TOTAL OF 2	111 GARFIELD PL / TOTAL OF 2	621 E MEHRING WY / TOTAL OF 2
SINGLE FAMILY	NONE / TOTAL OF NONE	NONE / TOTAL OF NONE	NONE / TOTAL OF NONE
COMMERCIAL	21 E 5TH ST / TOTAL OF 18	505 VINE ST / TOTAL OF 17	1005 GILBERT AV / TOTAL OF 17

*Homicide statistics are counts by victims and do not include police interventions nor vehicular homicides.

N/C - Not Calculable

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7 DAY							
CRIME	CITY	DST 1	DST 2	DST 3	DST 4	DST 5	CBS
Homicide	1	0	0	0	1	0	0
Rape	3	0	0	2	1	0	0
Robbery	35	6	5	11	10	3	0
Agg Assault	14	3	0	4	6	1	0
Burglary/B&E	96	4	19	41	13	18	1
TFA	94	7	20	27	21	15	4
OTHER THEFT	147	14	24	54	28	21	6
AUTO THEFT	22	0	2	7	5	8	0